[insert date here]

Dear (New Employee’s Name),

The Department of [insert department here] is pleased to welcome you as a new employee of the State of Tennessee.

Please review the health benefits available to you and make note of questions to ask during your orientation. Taking these steps now should allow you to enroll in benefits during your first week at work and eliminate the possibility of two months of premium payments from being withdrawn from your paycheck.

**New Hire Presentations**:

* **Health Insurance** – <https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/new_emp_pres_st_he_22.pdf>
* **Compare Health Options** – <https://www.tn.gov/partnersforhealth/health-options/health.html>
* **Compare Dental Options** – <https://www.tn.gov/partnersforhealth/other-benefits/dental.html>
* **Compare Vision Options** – <https://www.tn.gov/partnersforhealth/other-benefits/vision.html>

You can also find all of this information and more at <https://www.tn.gov/partnersforhealth>. Go to the For New Employees block under Quick Services. The “For New Employees” page also provides information about other voluntary benefits, including life insurance and disability insurance.

Be sure to bring any applicable healthcare-related documents, including **Dependent Verification Documents**. If you are adding dependents (spouse and/or children), please bring documents to prove their relationship to you. A list of acceptable documents can be found here:

<https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/deva_eligible_docs.pdf>

We hope this information is helpful and allows you to make timely benefits decisions.

Sincerely,

Benefits Administration & [insert your office here]