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**Email Templates**

**We’ve provided the following templates to make communication easy. Click on the hyperlinks below to jump to each section.**

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## 

## **Email Snippet**

*Use this snippet if you’re already sending an email out to employees about Open Enrollment. Be sure to attach the Employee Flyer to your email!*

Your first step for Open Enrollment is to use Decision Doc: www.myhyke.com/pec2024. Brought to you by HYKE, Decision Doc provides a personalized Protection Score to measure your health and financial wellness. Spend a few minutes answering questions about your healthcare needs, finances and family, and receive instant guidance on which benefits will help you stay protected. It’s free, easy, and completely confidential.

Keep an eye out for emails from HYKE during open enrollment with instructions on how to use Decision Doc. Any emails from HYKE will look like this:

* From address: [hello@letshyke.com](mailto:hello@letshyke.com)
* From name: PEC Benefit Decision Support
* Sample subject line: Personalized benefit support – use Decision Doc now!

## **Full Email Templates**

*Use these templates to send standalone emails about Decision Doc.*

## **Introduction to Decision Doc**

**Subject:** Introducing Decision Doc, brought to you by HYKE

**Send Date:** 10/23/2023

**Attachment:** PEC 2024\_HYKE DD\_Employee Flyer

*Please bcc or forward your email announcements to your customer success lead so we can help you track utilization!*

Hi all!

We’re pleased to announce that we are partnering with HYKE to help you get guidance on your benefits! Their easy-to-use platform, *Decision Doc*, shows you which benefits make sense for your needs and budget – all at no extra cost to you. Employees who use *Decision Doc* save over $1,300 a year on average, so check out the details below and get started today!

**What you need to know:**

* Access Decision Doc here: www.myhyke.com/pec2024
  + *For the best experience, use the most updated version of Google Chrome on your browser!*
* Be prepared to answer questions about your healthcare needs, finances and family.
  + *You’ll be able to save and edit your responses later, so take your best guess when going through the questionnaire!*
* You’ll receive an instant Protection Score that measures your health and financial needs, and tells you which benefits will help you stay protected.
  + *When you’re ready, navigate to our enrollment system to complete your enrollment for this year.*

Keep an eye out for emails from HYKE during open enrollment with instructions on how to use Decision Doc. Any emails from HYKE will look like this:

* From address: [hello@letshyke.com](mailto:hello@letshyke.com)
* From name: PEC Benefit Decision Support
* Sample subject line: Personalized benefit support – use Decision Doc now!

The team at HYKE is looking forward to supporting you this Open Enrollment season! If you have any questions, don’t hesitate to reach out to them at [questions@letshyke.com](mailto:questions@letshyke.com).

Thank you,

PEC

## **First Reminder**

**Subject:** Open Enrollment Step 1: Use Decision Doc

**Attachment:** PEC 2024\_HYKE DD\_Employee Flyer

*Please bcc or forward your email announcements to your customer success lead so we can help you track utilization!*

Hi team!

Don’t forget that this year’s Open Enrollment involves one extra step to help you get the support you need. Before you start enrollment, please use Decision Doc, a secure online platform that makes it easy to understand your benefits. It takes just a few minutes and you’ll get:

1. An instant Protection Score that measures your health and financial needs
2. Guidance on which benefits will help you stay protected.

**Get started here and be sure to check out the attached flyer for more information: www.myhyke.com/pec2024**

All the best,

PEC

## **Final Reminder**

**Subject:** Last Chance – Use Decision Doc Now

**Send Date:** 1-2 days before Open Enrollment ends

**Attachment:** PEC 2024\_HYKE DD\_Employee Flyer

*Please bcc or forward your email announcements to your customer success lead so we can help you track utilization!*

Hi everyone!

This is your final reminder to use Decision Doc before Open Enrollment ends. Decision Doc is a secure platform that is quick, easy, and confidential, and could save you thousands of dollars. Even if you think you know which benefits to choose, take a few minutes to confirm your decisions and get your Protection Score!

Get started now:

* Access Decision Doc here: www.myhyke.com/pec2024
  + *For the best experience, use the most updated version of Google Chrome on your browser!*
* Be prepared to answer questions about your healthcare needs, finances and family.
  + *You’ll be able to save and edit your responses later, so take your best guess when going through the questionnaire!*
* You’ll receive an instant Protection Score that measures your health and financial needs, and tells you which benefits will help you stay protected.
  + *When you’re ready, navigate to our enrollment system to complete your enrollment for this year.*

Cheers!

PEC

## **Executive / Leadership Email**

**Subject:** Personalized support provided by PEC

**Attachment:** PEC 2024\_HYKE DD\_Employee Flyer

*Please bcc or forward your email announcements to your customer success lead so we can help you track utilization!*

Dear team,

I wanted to remind you that Decision Doc (brought to you by HYKE) is a new platform available to all employees, as part of this year’s open enrollment process. This secure platform will help you learn more about our benefit package and give you confidence that your benefits will protect your health and wallet. It takes just 10 minutes, so please get started using the instructions below.

* Go to Decision Doc: www.myhyke.com/pec2024
  + *For the best experience, use the most updated version of Google Chrome on your browser!*
* Be prepared to answer questions about your healthcare needs, finances and family.
  + *You’ll be able to save and edit your responses later, so take your best guess when going through the questionnaire!*
* You’ll receive an instant Protection Score that measures your health and financial needs, and tells you which benefits will help you stay protected.
  + *When you’re ready, navigate to our enrollment system to complete your enrollment for this year.*

Be sure to reach out to the HYKE team at [questions@letshyke.com](mailto:questions@letshyke.com) for any questions about Decision Doc.

Sincerely,

PEC