

Sample Pre-enrollment Memo

Date:

To: [ABC Co. employees]

From: [HR Department]

Re: Long Term Disability Insurance, pre-enrollment information

We are pleased to be able to offer you, as an employee of [ABC Co.], the opportunity to participate in a quality Long Term Disability (LTD) insurance program at an affordable cost. It's unlikely you would be able to purchase this type of insurance at this cost on your own.

A serious illness or accident can strike any one of us at any time causing financial hardship. Having LTD insurance helps protect what many employees consider to be their most valuable asset, their ability to earn a living. LTD insurance can provide you and your family with much needed income to help pay your bills and maintain your lifestyle during an extended period of disability.

Consider these facts:

- According to the Social Security Administration, 3 out of every 10 workers between ages 25 and 65 will experience an accident or illness that keeps them out of work for three months or longer.
- One in 7 workers can expect to be disabled for five years or more before retirement.
- Over 90% of disabling accidents and illnesses are not work related, which means they are not covered by workers' compensation.
- Nearly 50% of all mortgage foreclosures are due to disability; only 2% are caused by death.
- Studies reveal that the top concern among most full-time employees is having enough money to pay bills during a period of sudden income loss.

Given the potential for suffering a long term disability, we encourage you to carefully review the LTD program materials [which we will distribute next week during the enrollment process]. You may also want to visit the Council for Disability Awareness Web site, www.disabilitycanhappen.org, a good planning resource to help you make the best decision for your personal situation.

If you have any questions, please contact the [HR department].