

**PLEASE RE-TYPE
ON YOUR
COMPANY LETTERHEAD**

DATE

GROUP NAME & GROUP NUMBER

Dear Sirs,

As of 00/00/00 EMPLOYEE NAME SOCIAL SECURITY NUMBER has been rehired to COMPANY NAME POLICY NUMBER. Our MEDICAL INSURANCE COMPANY does not have a description of the rehire procedure regarding the waiver of the benefit waiting period.

EMPLOYEE NAME is a key employee to our corporation and part of the rehire agreement was that he/she would receive benefits immediately. We would like him/her to be placed on our medical plan effective 00/00/00.

Thank you for your prompt attention to this matter.

Sincerely,

X

OWNER