Dear Employee,

The Affordable Care Act (ACA) requires most Americans to maintain minimum essential coverage. By March 2, you will receive information about [Company Name]’s health coverage on the following form.

**Form 1095-B** provides information showing whether you and your family had minimum essential coverage from [Company Name] during the year. Instead of furnishing the 1095-B to each employee individually, [Company Name] may simply post a clear and conspicuous notice on our website stating that individuals may receive a copy of their Form 1095-B upon request. The notice will include an email address, a physical address to which a request may be sent, and a telephone number that individuals may use to contact the [Company Common Name] with any questions.

If you have any questions, please contact [Company Contact].