

Technology Pension Plan Enrollment Instructions

Dear [Employee's Name],

We are pleased to inform you about the enrollment process for the Technology Pension Plan. Below are the detailed instructions to help you successfully enroll:

Enrollment Steps

1. Visit the official enrollment portal at [Portal URL].
2. Log in using your employee credentials.
3. Navigate to the 'Pension Plan Enrollment' section.
4. Complete the online enrollment form with the necessary information.
5. Review your selections and confirm your enrollment.
6. You will receive a confirmation email upon successful enrollment.

Enrollment Deadline

Please ensure that you complete your enrollment by [Enrollment Deadline Date] to be eligible for the plan benefits.

Contact Information

If you have any questions or require assistance, please contact the HR department at [HR Contact Email] or [HR Phone Number].

Thank you for your attention to this important matter. We look forward to your participation in the Technology Pension Plan.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]