

Technology Pension Plan Withdrawal Procedures

Dear [Employee's Name],

We acknowledge your request to withdraw from the Technology Pension Plan. Below are the procedures you need to follow:

1. **Complete Withdrawal Form:** Please fill out the attached withdrawal form accurately.
2. **Submit Required Documents:** Ensure to attach the necessary documentation, including proof of identification and employment termination letter.
3. **Calculate Withdrawal Amount:** Use the provided formula or consult with our benefits coordinator to understand your withdrawal entitlement.
4. **Review Final Statements:** You will receive a statement detailing your account balance and applicable fees.
5. **Submit Your Request:** Send the completed form and documents to the HR department via email or postal service.

After processing your request, you should receive confirmation of your withdrawal within [number of weeks] weeks. If you have any questions, please do not hesitate to contact our HR office at [HR Contact Information].

Thank you for your attention to these procedures.

Sincerely,
[Your Name]
[Your Position]
[Company Name]