

Retirement Plan Beneficiary Update Notification

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of the recent update to your retirement plan beneficiary information. It is important to keep your beneficiary designations current to ensure your wishes are honored.

Please review the following updated information:

Beneficiary Details:

- Primary Beneficiary: [Name] - [Relationship]
- Contingent Beneficiary: [Name] - [Relationship]

If you believe this information is incorrect or if you wish to make further changes, please contact the HR department at [HR Email] or [HR Phone Number].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]