

# Pension Plan Enrollment Information

Dear [Employee Name],

We are pleased to inform you about the enrollment process for the company pension plan. Below are the details you need to enroll:

## Pension Plan Details:

- Plan Name: [Plan Name]
- Eligibility Criteria: [Eligibility Criteria]
- Enrollment Period: [Start Date] to [End Date]
- Contribution Rates: [Contribution Rates]

## Enrollment Process:

1. Review the pension plan summary attached.
2. Fill out the enrollment form.
3. Submit the completed form to the HR department.

If you have any questions or require further assistance, please do not hesitate to contact us at [HR Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]