

Pension Plan Enrollment Instructions

Dear [Employee Name],

We are pleased to inform you about the enrollment process for our company's Pension Plan. Please follow the instructions below to complete your enrollment:

Step 1: Review Plan Information

Before enrolling, please review the Pension Plan Summary located on our HR portal. This document contains important information about the plan's benefits, eligibility, and contributions.

Step 2: Complete the Enrollment Form

Download the Pension Plan Enrollment Form from the HR portal or request a hard copy from the HR department. Fill out the necessary details and ensure all information is accurate.

Step 3: Submit Your Enrollment Form

Once you have completed the form, please submit it via one of the following methods:

- Email: Send your form as a PDF to hr@company.com
- In-person: Drop off your form at the HR office during regular business hours

Important Dates

Enrollment Deadline: [Insert Deadline Date]

Need Assistance?

If you have any questions or need help with the enrollment process, do not hesitate to reach out to our HR team at hr@company.com or at [Phone Number].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]