

# Pension Plan Enrollment Reminder

Dear [Employee's Name],

This is a friendly reminder regarding your upcoming enrollment in the company pension plan. Your participation is essential to secure your retirement future and take advantage of the benefits offered.

Please ensure you complete the enrollment process by [Enrollment Deadline Date]. If you have not yet reviewed the options available, we encourage you to do so to make an informed decision.

For your convenience, here are some important details:

- Enrollment Deadline: [Enrollment Deadline Date]
- Eligible Contribution Levels: [Details]
- Pension Plan Benefits Overview: [Link to Benefits Overview]

If you have any questions or need assistance, please do not hesitate to reach out to the HR department at [HR Contact Information].

Thank you for considering your retirement savings options.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]