

Retirement Plan Options

Dear [Employee's Name],

As you approach your retirement, we want to ensure that you have all the necessary information regarding the retirement plan options available to you. Below, you will find a summary of the options to help you make an informed decision.

1. 401(k) Plan

Our 401(k) plan allows you to save for retirement with pre-tax dollars. The company offers a match of up to [percentage]% on your contributions.

2. Pension Plan

Our pension plan provides a fixed monthly income after retirement, depending on your years of service and salary history.

3. IRA Options

You may also consider opening an Individual Retirement Account (IRA) for additional tax advantages and savings flexibility.

Important Steps

1. Review your current savings.
2. Schedule a meeting with the HR department.
3. Submit your retirement plan selection by [deadline].

If you have any questions or need further assistance, please feel free to reach out to the HR department at [HR contact information].

We appreciate your hard work and dedication during your time here, and we wish you the best in your retirement planning.

Sincerely,

[Your Name]

[Your Position]

[Company Name]