

Employee Contribution Matching Program Announcement

Dear [Employee's Name],

We are excited to announce the launch of our Employee Contribution Matching Program! At [Company Name], we believe in supporting your financial well-being and encouraging your commitment to retirement savings.

Starting [Start Date], the Company will match your contributions to your retirement account up to [Percentage]% or \$[Amount], whichever is lower. This program is designed to help you maximize your savings and work towards a secure financial future.

Here are some key details:

- **Eligibility:** All full-time employees are eligible to participate.
- **Matching Contribution:** The company will match your contributions dollar-for-dollar up to the specified limit.
- **Enrollment:** To enroll, please visit [Link to Enrollment Instructions].

We encourage you to take full advantage of this opportunity to grow your retirement savings. If you have any questions, please reach out to the HR department at [HR Email] or [HR Phone Number].

Thank you for your continued dedication to [Company Name].

Sincerely,

[Your Name]
[Your Position]
[Company Name]