

Retirement Readiness Evaluation Appointment

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Retirement Readiness Evaluation Appointment

Dear [Employee's Name],

We are pleased to invite you to a Retirement Readiness Evaluation appointment. This session is designed to help you assess your financial and personal readiness for retirement.

Appointment Details:

- **Date:** [Insert Appointment Date]
- **Time:** [Insert Appointment Time]
- **Location:** [Insert Location]

Please bring any relevant documents including your financial statements and retirement plans. If you have any questions or concerns, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

We look forward to assisting you with your retirement planning.

Best regards,

[Your Name]

[Your Position]

[Your Company]