

401(k) Rollover Information for Non-Resident Employees

Date: [Insert Date]

Dear [Employee Name],

We hope this message finds you well. As a non-resident employee, we want to provide you with important information regarding the rollover of your 401(k) retirement savings plan.

What is a 401(k) Rollover?

A 401(k) rollover is the process of transferring your retirement savings from your current 401(k) plan to another qualified retirement account, such as an IRA or a new employer's 401(k) plan.

Why Consider a Rollover?

- To potentially have greater investment options.
- To consolidate your retirement accounts for easier management.
- To avoid taxes and penalties associated with withdrawals.

Steps to Complete a Rollover:

1. Determine the destination account for your rollover.
2. Request a rollover distribution from your current plan.
3. Complete the necessary paperwork for the new account.
4. Submit your rollover request.

Important Considerations:

Please be aware of potential tax implications and consult with a financial advisor to ensure you make informed decisions based on your specific situation.

Should you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]