

Important Information About Your 401(k) Rollover

Dear [Employee's Name],

We are reaching out to provide you with guidance regarding the process of rolling over your 401(k) account as you transition from your current position.

Steps to Rollover Your 401(k)

1. Contact your current 401(k) plan administrator to request a distribution form.
2. Decide on the type of rollover: direct rollover to an IRA or a cash distribution.
3. Complete the distribution form accurately and attach any required documentation.
4. Submit the form to your plan administrator to initiate the rollover process.

Key Considerations

- Consult with a financial advisor to understand your options.
- Be aware of any potential tax implications of your rollover.
- Verify the new account where you plan to transfer funds.

If you have any questions or need assistance, please feel free to contact the HR department at [HR Contact Information]. We are here to help you through this process.

Best regards,

[Your Name]

[Your Position]

[Company Name]