

401k Rollover Tips for Job Changers

Dear [Employee Name],

Congratulations on your new job! As you prepare for this exciting transition, it's important to consider what to do with your 401k benefits from your previous employer. Here are some tips to help you make informed decisions:

1. Evaluate Your Options

- Leave your funds in the current 401k plan.
- Roll over your 401k into your new employer's plan.
- Transfer your 401k to an Individual Retirement Account (IRA).
- Cash out your 401k (consider the tax implications).

2. Research Your New Employer's Plan

If you decide to roll over to your new employer's plan, research the investment options, fees, and benefits.

3. Understand the Tax Implications

Consult with a financial advisor to understand potential tax liabilities when transferring funds.

4. Keep Records

Document all transactions and keep copies of any forms you submit.

5. Finalize the Rollover

Contact your previous employer's HR department for specifics on initiating the rollover process.

If you have any questions, feel free to reach out to our financial department at [Contact Information].

Best regards,
[Your Name]
[Your Job Title]
[Your Company]