

Retirement Plan Enrollment Confirmation

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to confirm your enrollment in the [Retirement Plan Name] effective [Start Date]. This confirmation outlines the details of your plan participation.

Enrollment Details:

- **Employee ID:** [Employee ID]
- **Plan Contribution Percentage:** [Percentage]% of salary
- **Employer Match:** [Description of match, if applicable]
- **Vesting Schedule:** [Details on vesting]

As you approach your retirement, we encourage you to review your investment choices and contribution amounts regularly. For more information on managing your retirement account, please visit [website link] or contact [HR contact information].

Thank you for your commitment to securing your financial future.

Sincerely,

[Your Company's Name]

[Your Name]

[Your Title]