

# Retirement Plan Enrollment Follow-Up

Dear [Employee's Name],

We hope this message finds you well. This is a friendly reminder about your enrollment in the company's retirement plan. As a valued member of our team, we want to ensure that you're taking full advantage of the benefits available to you.

If you have not yet enrolled, please remember that the deadline for enrollment is [Insert Deadline Date]. You can find the enrollment form and additional information on our intranet site or by contacting the HR department.

If you have already enrolled, thank you for participating! Please feel free to reach out if you have any questions regarding your plan or benefits.

Thank you for your attention to this important matter!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]