

# Welcome to Our Team!

Dear [Employee's Name],

We are excited to have you join [Company Name]. As part of our commitment to your future, we want to provide you with information about our retirement plan enrollment.

Our retirement plan is designed to help you save for your future and achieve your financial goals. As a new hire, you are eligible to enroll in the plan starting [enrollment start date].

## Retirement Plan Details:

- **Plan Type:** [e.g., 401(k), Pension]
- **Company Match:** [e.g., 5% match on employee contributions]
- **Vesting Schedule:** [e.g., 3-year vesting]
- **Enrollment Deadline:** [e.g., within 30 days of hire]

To enroll, please complete the attached enrollment form and return it to the HR department by [enrollment deadline]. If you have any questions or need assistance, feel free to reach out to us.

Thank you for being a part of [Company Name]. We look forward to supporting you in your career and financial journey!

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]