

Retirement Plan Enrollment Request

Date: [Insert Date]

To: [HR Manager's Name]

[Company Name]

[Company Address]

Dear [HR Manager's Name],

I am writing to formally request my enrollment in the company's retirement plan. As an employee of [Company Name] since [Start Date], I am eager to take advantage of this valuable benefit to secure my future.

Kindly provide me with the necessary forms and details regarding the retirement plan options available to me. I would appreciate any guidance on the enrollment process and deadlines I should be aware of.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Employee ID]

[Your Contact Information]