

Retirement Plan Contribution Allocation Update

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding your retirement plan contribution allocation.

Effective [Insert Effective Date], your contributions will be allocated as follows:

- [Insert Allocation Percentage]% to [Investment Fund/Account Name 1]
- [Insert Allocation Percentage]% to [Investment Fund/Account Name 2]
- [Insert Allocation Percentage]% to [Investment Fund/Account Name 3]

We encourage you to review these changes and consider how they align with your retirement goals. If you have any questions or need further assistance, please feel free to reach out to our HR department at [HR Contact Information].

Thank you for your continued dedication to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]