

# Retirement Plan Contribution Guidelines

Dear [Employee's Name],

As you approach the end of your employment with [Company Name], we would like to remind you of the guidelines regarding your retirement plan contributions.

## Contribution Limits

For the year [Year], the maximum contribution limits are as follows:

- Employee Elective Deferral: \$[Amount]
- Employer Match: Up to \$[Amount]

## Eligibility

All employees are eligible to contribute to the retirement plan after [Number] months of service. Please ensure you meet the eligibility requirements.

## How to Make Contributions

To make contributions, please follow these steps:

1. Log into your employee portal.
2. Select "Retirement Plan Options" from the menu.
3. Choose your contribution amount and frequency.
4. Submit your changes for processing.

## Important Deadlines

Be aware of the following important deadlines:

- Annual Contribution Election: [Date]
- Final Contribution Transfer: [Date]

If you have any questions regarding your retirement plan contributions, feel free to reach out to the HR department at [HR Contact Information].

Best regards,

[Your Name]

[Your Position]

[Company Name]