

Retirement Plan Choice Notification

Dear [Employee's Name],

We hope this message finds you well. As you approach your retirement, we would like to remind you about your options for retirement plan contributions.

You are eligible to choose from the following retirement plans:

- **Plan A:** Description of Plan A
- **Plan B:** Description of Plan B
- **Plan C:** Description of Plan C

Please review the attached documents for detailed information regarding each plan, including benefits, eligibility, and enrollment deadlines.

If you have any questions or need assistance with your plan selection, please do not hesitate to reach out to [Contact Person's Name] at [Contact Email/Phone Number].

Thank you for your contributions to our team, and we wish you a happy and fulfilling retirement!

Sincerely,

[Your Name]

[Your Position]

[Company Name]