

Retirement Plan Confirmation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm your retirement plan enrollment as per our discussion. Your participation in the [Name of Retirement Plan] will commence on [Start Date]. This plan is designed to help you secure your financial future after retirement.

Please review the following details regarding your retirement plan:

- Plan Type: [Specify Plan Type]
- Contribution Rate: [Specify Rate]
- Investment Options: [List Options]

For any questions or further assistance, feel free to contact our HR department at [HR Contact Information].

Thank you for your commitment and dedication. We wish you a fulfilling retirement ahead.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]