

Retirement Plan Confirmation Update

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

We are writing to confirm the recent updates made to your retirement plan. As of [Effective Date], your retirement plan contributions have been adjusted according to your latest elections.

Here are the key details of your retirement plan:

- **Contribution Rate:** [New Contribution Rate]
- **Employer Match:** [Employer Match Details]
- **Investment Options:** [Updated Investment Options]

Please review the enclosed documents for additional information and do not hesitate to reach out if you have any questions.

Thank you for your continued participation in our retirement plan.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]