

Retirement Plan Enrollment Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that you are eligible to enroll in our retirement plan. This plan is designed to help you save for your future and achieve your retirement goals.

Please review the following details regarding the enrollment process:

- **Enrollment Period:** [Insert Dates]
- **Plan Options:** [Brief Description of Plan Options]
- **Contribution Rates:** [Insert Contribution Rates]

To enroll, please visit [Insert Enrollment Link] or contact HR at [Insert Contact Information].

We encourage you to take advantage of this opportunity to secure your financial future.

Sincerely,

[Your Name]

[Your Title]

[Company Name]