

Retirement Plan Options Conclusion

Date: [Insert Date]

Dear [Employee's Name],

As you approach retirement, we want to take a moment to summarize the various retirement plan options available to you. After carefully reviewing your preferences and financial goals, we believe the following options will suit your needs:

- **401(k) Plan:** A comprehensive savings plan with employer matching contributions.
- **IRA:** Individual Retirement Account options for additional tax advantages.
- **Pension Plan:** A guaranteed income stream based on your years of service.
- **Health Savings Account (HSA):** A way to save for medical expenses in retirement.

We recommend scheduling a one-on-one meeting to discuss these options in more detail and to align them with your retirement goals. Please feel free to reach out to our office at [Contact Information] to set up a convenient time.

Thank you for your contributions to [Company Name]. We wish you the very best as you prepare for this exciting new chapter in your life.

Best regards,

[Your Name]

[Your Title]

[Company Name]