

# Retirement Plan Participation Decision

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my decision regarding participation in the company's retirement plan. After careful consideration, I have decided to [participate/not participate] in the retirement plan effective [start date or specific terms].

I appreciate the opportunity to secure my financial future through this program and would like to thank you for providing such valuable resources to employees.

Please let me know if there are any further steps I need to take to complete this process.

Thank you for your understanding and support.

Sincerely,

[Your Name]