

Retirement Plan Selection Notification

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Dear [Employee's Name],

We are pleased to inform you that the time has come for you to select your retirement plan as part of our employee benefits program. Your selection will play a crucial role in planning for your future.

Please review the available retirement plan options outlined in the attached document. You can choose from the following plans:

- Plan A: [Brief Description]
- Plan B: [Brief Description]
- Plan C: [Brief Description]

To make your selection, please complete the attached Retirement Plan Selection Form and return it to the HR department by [Insert Deadline]. If you have any questions or need assistance, feel free to reach out to us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]