

# Notification of Pension Plan Participation

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that you are eligible to participate in our company's pension plan. This plan is designed to help you save for your retirement and ensure your financial security.

Your participation in the pension plan will commence on [Insert Start Date]. You will receive further information regarding the plan details, contribution rates, and benefits in the coming weeks.

Please feel free to reach out to our HR department at [Insert Contact Information] if you have any questions or need additional information.

Thank you for being a valued member of our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]