

Retirement Plan Reassessment Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about the upcoming reassessment of your retirement plan. This process is crucial to ensure that your retirement savings align with your long-term financial goals.

Please take note of the following details:

- **Scheduled Reassessment Date:** [Insert Date]
- **Location:** [Insert Location, if applicable]
- **Time:** [Insert Time]

During the reassessment, we will review your current retirement plan and discuss any necessary adjustments to better fit your needs.

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]