

Revised Retirement Plan Details

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Updated Retirement Plan Information

Dear [Employee Name],

We are writing to inform you about the revised details of our retirement plan, which have been updated to better serve our employees' needs and financial goals.

Below are the key changes to your retirement plan:

- **Contribution Rate:** The company will match your contributions up to 6% of your salary.
- **Investment Options:** New options have been added to diversify your portfolio, including socially responsible funds.
- **Vesting Schedule:** Changes to the vesting schedule will allow you to access your employer contributions sooner.
- **Retirement Age:** The retirement age for full benefits has been adjusted to 62 years.

We encourage you to review your current retirement plan and consider these changes carefully. For further details, please refer to the attached document or contact the HR department.

Thank you for your attention to these important updates.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]