

# 401(k) Plan Enrollment Confirmation

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that you are eligible to enroll in our company's tax-deferred 401(k) retirement savings plan.

The 401(k) plan allows you to save for retirement while reducing your taxable income. Here are some key benefits:

- Contributions made are tax-deferred.
- Employer matching contributions may apply.
- Flexible investment options.

To enroll, please complete the attached enrollment form and return it to the HR department by [Insert Deadline]. A detailed plan summary will also be provided to assist you in making your investment choices.

If you have any questions, feel free to reach out to me at [Your Contact Information].

Thank you for being a valued member of our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]