

# Retirement Savings Program Notification

Date: [Insert Date]

To: [Employee's Name]

Dear [Employee's Name],

We are pleased to inform you about our Retirement Savings Program designed to help you plan for a secure financial future. This program offers a range of options to save for retirement, including:

- 401(k) Plan
- Employer Matching Contributions
- Flexible Investment Options
- Annual Contribution Limits

We encourage you to take advantage of this program by enrolling today. You can find more information and enrollment forms on our employee portal or by contacting the HR department.

Thank you for being a valued member of our team. We look forward to supporting your retirement savings goals.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]