

# Notice of Alterations to 401(k) Plan Features

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about important updates to our 401(k) retirement plan. Effective [Insert Effective Date], the following alterations will be made to enhance your retirement savings options:

- Increase in employer match from [Old Match Percentage] to [New Match Percentage].
- Introduction of new target-date funds as investment options.
- Modification of the vesting schedule to [New Vesting Schedule].
- Updated loan provisions allowing for [New Loan Provisions].

We believe these changes will provide you with better opportunities to save for retirement. Please review the detailed plan changes attached and feel free to reach out to [Contact Information] for any questions.

Thank you for your attention to this important update.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]