

Dear [Employee Name],

We are excited to announce that we have enhanced our retirement plan offerings to better support your financial future. As part of our commitment to your well-being, we've carefully reviewed and improved the plans available to you.

New Features Include:

- Expanded investment options with a focus on sustainable funds.
- Increased employer matching contributions.
- A dedicated retirement planning seminar for all employees.
- Personalized retirement planning consultations.

These changes are designed to provide you with greater flexibility and help you achieve your retirement goals sooner. We encourage you to log in to your employee benefits portal to review your options and make informed decisions.

Next Steps:

1. Visit the employee benefits portal.
2. Attend our upcoming informational webinar on [date].
3. Schedule a consultation with our retirement planning specialist.

Thank you for being a valued part of our team. We are here to support you on your journey to a secure retirement.

Sincerely,
[Your Name]
[Your Title]
[Company Name]