

Retirement Plan Modification Notification

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Employee's Name],

We are writing to inform you about modifications to the retirement plan that may affect your current benefits. Effective [Effective Date], the following changes will be implemented:

- [Description of Change 1]
- [Description of Change 2]
- [Description of Change 3]

We believe these modifications will enhance the overall benefits of the retirement plan. For detailed information regarding these changes, please refer to the attached document or visit our internal website at [Website URL].

If you have any questions or require further clarification, feel free to reach out to [Contact Person's Name] at [Contact Person's Email/Phone Number].

Thank you for your attention to this important update.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]