

Announcement of Revised Retirement Benefits

Dear [Employee's Name],

We are pleased to inform you that, effective [Effective Date], the retirement benefits program has been revised to better serve our employees. These changes are aimed at providing enhanced support for our team as they prepare for retirement.

Key Changes to the Retirement Benefits:

- Increased contribution matching from [Old Percentage] to [New Percentage].
- Introduction of a new investment option that offers [Brief Description].
- Updated retirement age options for eligibility for benefits.

For further details on how these changes will affect you, please review the attached document or feel free to contact the HR department at [HR Contact Information].

We appreciate your hard work and dedication to [Company Name] and look forward to supporting you in your retirement journey.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]