

Upcoming Changes to Retirement Policy

Dear [Employee's Name],

We hope this message finds you well. We would like to inform you about some important changes to our retirement policy that will take effect on [Effective Date].

The key changes include:

- Modification of contribution limits
- Adjustment of vesting schedules
- Introduction of new investment options

We believe these changes will enhance our retirement benefits and support our employees in planning for their future. We encourage you to review the updated policy document attached to this email and reach out if you have any questions.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]