

Open Enrollment Information for Retirement Plans

Dear [Employee's Name],

We are pleased to announce that the open enrollment period for our retirement plans will begin on [Start Date] and end on [End Date]. This is an excellent opportunity for you to review your current plan options and make any necessary changes to optimize your retirement savings.

Retirement Plan Options

- 401(k) Plan
- Traditional IRA
- Roth IRA

Please consider the following key features of each plan:

- 401(k): Employer matching contributions, tax-deferred growth
- Traditional IRA: Tax-deductible contributions, taxes on withdrawal
- Roth IRA: Tax-free withdrawals in retirement, contributions made with after-tax dollars

During this open enrollment period, you will have the chance to enroll, change your contribution levels, or switch between different plans.

If you need assistance, our HR team is available to answer any questions and provide guidance. You can reach us at [HR Contact Information] or visit [HR Website/Portal].

Thank you for your attention to this important matter. We encourage you to take full advantage of this opportunity to prepare for your future.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]