

Retirement Plan Contribution Details

Date: [Insert Date]

To: [Employee Name]

From: [Company Name]

Subject: Retirement Plan Contribution Details

Dear [Employee Name],

We are pleased to provide you with the details regarding your retirement plan contributions for the year [Insert Year]. Below are the specifics:

Contribution Overview

- Employee Contribution: \$[Amount]
- Employer Match: \$[Amount]
- Total Contribution: \$[Total Amount]

Contribution Breakdown

Period	Employee Contribution	Employer Match
[Quarter/Month 1]	[\$Amount]	[\$Amount]
[Quarter/Month 2]	[\$Amount]	[\$Amount]

Please feel free to reach out if you have any questions regarding your contributions or the retirement plan.

Sincerely,

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