

# Notice of Retirement Plan Termination

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to inform you of the impending termination of the company's retirement plan, [Plan Name]. This decision has been made after careful consideration, and we want to ensure that you understand the procedures involved in this process.

## Termination Date

The retirement plan will officially terminate on [Insert Termination Date].

## Distribution of Benefits

On or before the termination date, all vested benefits will be distributed to eligible employees. You will receive a package outlining your specific benefits and distribution options.

## Next Steps

1. Please review the attached documents regarding your retirement plan benefits.
2. Contact [Contact Person's Name] at [Contact Person's Email/Phone Number] for any questions or concerns.
3. Complete the enclosed forms by [Insert Deadline] to ensure a smooth transition.

We appreciate your contributions to the company and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]