

Retirement Benefits Overview

Date: [Insert Date]

To: [Employee Name]

From: [Your Company's HR Department]

Dear [Employee Name],

We are pleased to provide you with an overview of the retirement benefits available to you as you approach this important milestone in your career.

Eligible Retirement Plans

- 401(k) Plan
- Company Pension Plan
- Roth IRA Options

Retirement Benefits Summary

Your retirement benefits include:

- Employer Matching Contributions
- Vesting Schedule Details
- Access to Financial Advisors

Withdrawal Options

Upon retirement, you have several options for withdrawing your retirement funds:

- Lump Sum Distribution
- Regular Monthly Payments
- Roll-Over Options to Another Retirement Account

Contact Information

If you have any questions or need further assistance, please do not hesitate to contact our HR department at [HR Phone Number] or [HR Email Address].

We wish you all the best for your upcoming retirement and thank you for your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]