

Retirement Policy Review Notification

Dear [Employee's Name],

We would like to inform you that the company will be reviewing its retirement policy. The review process will take place from [Start Date] to [End Date]. This review aims to ensure that our retirement policy remains competitive and meets the needs of our employees.

We encourage you to share any feedback or suggestions you may have regarding our current retirement policy. Your input is invaluable and will help us make informed decisions during this review.

Please feel free to reach out to [Contact Person/Department] at [Contact Email/Phone Number] if you have any questions or concerns.

Thank you for your attention and cooperation.

Best regards,

[Your Name]

[Your Title]

[Company Name]