

Retirement Program Reminder

Dear [Participant's Name],

We hope this message finds you well. This is a friendly reminder about the upcoming Retirement Program information session scheduled for [Date] at [Time]. The session will be held at [Location/Online Link].

Please make sure to review the materials we provided in your initial welcome packet. We will discuss important topics regarding your retirement benefits, options available to you, and answer any questions you might have.

We encourage you to participate actively and take full advantage of this opportunity to prepare for your future.

Thank you, and we look forward to seeing you there!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]