

Notification of Changes to Retirement Plan Details

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of important changes to your retirement plan that will take effect on [Effective Date]. These changes are being made to enhance the benefits and ensure the long-term sustainability of our retirement program.

Summary of Changes:

- Change 1: [Description of Change 1]
- Change 2: [Description of Change 2]
- Change 3: [Description of Change 3]

Please take the time to review these changes carefully. For further details, you can visit our website at [Website URL] or contact the HR department at [HR Contact Info].

We value your contributions and are committed to supporting your retirement planning.

Sincerely,

[Your Name]

[Your Title]

[Company Name]