

Important Update to Your Retirement Savings Plan

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about some important updates to our retirement savings plan that will take effect on [Insert Effective Date]. Your financial well-being is important to us, and we want to ensure you are well-informed about these changes.

Key Changes:

- **Contribution Limits:** The contribution limits have been adjusted to [Insert New Contribution Limits].
- **Employer Match:** Starting from [Insert Date], the employer matching contribution will increase to [Insert New Matching Percentage].
- **Investment Options:** We are introducing new investment options including [List New Investment Options].

We encourage you to review these changes and consider how they may impact your retirement planning. For further details or personalized advice, please feel free to contact our HR department or a financial advisor.

Thank you for your continued participation in our retirement savings plan. Together, we can work towards a secure financial future.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]