Dear Employee,

To help you achieve a successful retirement, we are pleased to announce that effective \_\_\_\_\_\_\_\_\_\_\_\_, our company will enhance our employee benefits by offering a retirement savings program to all eligible employees.

**Did You Know?** Experts often recommend replacing about 80% of your pre-retirement income to cover expenses each year in retirement.1 While recognizing that Social Security will provide some income in retirement, it may not be enough. Personal savings can help you bridge the gap between what you’ll need and what you’ll have in retirement!

Type of Retirement Plan:

* SIMPLE IRA
  + The company will contribute dollar for each dollar you put into the plan up to 3% of your pay
  + The company will contribute 2% of your pay regardless of employee contribution amount
* SEP IRA
* Employee Deducted IRA
* Employee Deducted ROTH IRA

Saving for your retirement matters! Retirement contributions are deducted from each paycheck, earmarked for your future, and benefit from compounding interest.

To introduce our new retirement plan, we’ve scheduled an enrollment meeting to take place on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You will hear about the plan and be able to ask any questions you might have or choose to opt out if you do not want to participate. We really hope you will take advantage of this new employee benefit and look forward to seeing you there.

1 “How Much Do I Need to Retire Comfortably?” The Motley Fool, April 2022, <https://www.fool.com/retirement/how-much-do-i-need/>

2 Guarantees are based on the claims paying ability of the issuing company. Assuming no withdrawals during the withdrawal charge period. Rider charges continue to be deducted regardless of whether interest is credited.

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