

Date:

Employee name

Address

City, State, Zip

(Employee name):

You are now eligible to participate in our 401k Plan beginning effective January 1, 2012. An investment representative from (company name) will be here on Monday, December 12th, to meet with you and assist with your enrollment.

Currently you are scheduled to meet with an investment representative on **Monday, December 12th, at (time) a.m.** in the lunchroom. They will have a packet of information to review with you, which contains enrollment materials as well as other information to help you with your investment decisions. **You will need to bring with and provide the following information to complete your enrollment.**

Beneficiaries Form: *(included) Parties to whom you will leave your investments to in the event of your death. You must provide the following, and bring this form with you for your meeting.*

- Name:**
- Date of birth**
- Social security number**
- Address**

Remember to bring this information with. It is **mandatory** that you attend this meeting. You will need to complete an enrollment form regardless of whether you choose to enroll or waive participation in the (company name) plan. Your enrollment will allow (company name) to set up an account for you so that any profit sharing money can be distributed into your account.

Please make a note of the date, and time of this meeting as well as the information you will need to provide to complete the enrollment process. **Please contact me to confirm your attendance at this meeting no later than Thursday, December 8th.** If for some reason, you are unable to attend on your assigned date and time, please let me know immediately so I can reschedule for you.

Sincerely,

Human Resource Manager