

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Deferred Profit-Sharing Contribution

Dear [Employee Name],

We are pleased to inform you that [Company Name] will be making a contribution to your Deferred Profit-Sharing Plan (DPSP) for the fiscal year ending [Year].

Based on the company's performance and the terms of our profit-sharing agreement, your allocated contribution amount is: **[\$Amount]**.

This contribution will be deposited into your account held with [Financial Institution Name] on or before [Date]. Please note that these funds are subject to the vesting schedule outlined in your employment agreement and plan documentation.

This contribution is a reflection of your hard work and the overall success of the company. We appreciate your continued dedication and contributions to our team.

If you have any questions regarding your account or the vesting process, please contact the Human Resources department at [Phone Number/Email].

Sincerely,

[Signature]
[Sender Name]
[Sender Title]
[Company Name]