

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

[Date]

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

Dear [Employee Name],

We are pleased to announce that [Company Name] will be making a profit-sharing contribution to your retirement plan for the fiscal year ending [Year].

Due to the company's strong performance and your hard work, we have authorized a contribution in the amount of \$[Amount] (or [Percentage]%) to be deposited into your [Name of Plan, e.g., 401(k) Plan] account.

This contribution is a reflection of our commitment to your long-term financial security and our appreciation for your dedication to the company's success. Please note that these funds are subject to the plan's vesting schedule as outlined in your Summary Plan Description.

The funds will be deposited into your account by [Date]. You can view your updated balance and investment allocations by logging into your account at [Website/Portal URL].

Thank you for your continued contributions to [Company Name]. If you have any questions regarding this contribution or your retirement benefits, please contact the Human Resources department.

Sincerely,

[Signature]  
[Name of Sender]  
[Title]