Date: Date

To: **COMPANY** Employees

From: **COMPANY**

RE: **PLAN NAME** Matching Contribution

In 2014, we saw a lot of progress made by our company. During the past year we have **progress/accomplishments/changes**. We want to take a moment to thank you for your hard work and dedication over the past year. Your contributions to improve our company have made a huge difference and our financial results have been very strong.

**Company Name**, currently allows participants to contribute to a 401(k) plan through payroll deduction. In order to help in your quest for a successful retirement, we’re pleased to announce a matching contribution has been added to the plan for 2015. The company will make a **%** matching contribution, up to **X%** of compensation, to the 401(k) accounts of eligible employees.

The match amount is based on your deferral percentage and vests in **#** years — past service counts towards that requirement.

The contribution will be allocated to the funds you’ve designated for employer contributions received from the company. If you have not designated a fund, the matching contribution will be invested in the **default fund**.

This is one way of recognizing the work of employees across **company** and reinforces what can be accomplished when we work together. Your input, your ideas, your creativity, and your energy are critical to our long-term success. Thank you again for making 2014 a success.