**Date:** Date

**To:** **COMPANY** Employees

**From:** **COMPANY**

**RE:**  2014 **PLAN NAME** Profit Sharing 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.

Under our 401(k) Profit Sharing Plan, if **company name** exceeds certain financial targets, the company may award a discretionary profit-sharing allocation to eligible employees. Therefore, we’re pleased to announce that based on our estimated 2014 year-end results, the company will make a **%** profit-sharing allocation to the 401(k) accounts of eligible employees in **month, year**.

The allocation amount is based on your base pay and you must be employed on the last day of the plan year to receive it. The profit-sharing allocation vests in **#** years, and past service counts towards that requirement.

The contribution will be allocated to the funds you’ve designated for employer contributions you receive from the company. If you do not contribute to the 401(k) or have not designated a fund, the profit sharing allocation 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.