

401K PLAN TERMINATION LETTER

[Date]

[Employee Name]

[Employee Address]

[City, State ZIP Code]

Dear [Employee Name],

We regret to inform you that we have made the decision to terminate our 401(k) plan, effective [Plan Termination Date]. This decision was not made lightly, but after careful consideration, we have determined that it is in the best interest of the company to terminate the plan.

As a plan participant, you have certain rights and options related to the plan termination. Your account balance in the plan will be fully vested as of the plan termination date. You will receive a separate notice with additional information about the distribution of your account balance.

We understand that this news may be concerning, and we want to assure you that we are committed to assisting you during this transition. If you have any questions or concerns regarding the plan termination or your account balance, please do not hesitate to contact our benefits administrator, [Administrator Name], at [Contact Information].

Thank you for your understanding in this matter.

Sincerely,

[Your Name]

[Your Title]