

Professional announcement of retirement plan

Subject: Launch of New Retirement Benefit Scheme

Dear Employees,

We are pleased to inform you that the company has introduced a new Retirement Benefit Scheme designed to support long-term financial security for all our valued employees. This scheme aligns with our mission to provide a stable and supportive work environment.

The plan includes a structured contribution system, matching benefits, and additional incentives for employees completing more than five years of service. Full details will be available in the upcoming HR circular.

We encourage all employees to review the attached guidelines and reach out to the HR department for any clarifications.

Sincerely,

[Company Name] Management

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