



# Benefits and Retirement Plan Information Template

Dear (Employee's Full Name),

As part of your offboarding process, we want to ensure that you have all the necessary information regarding your benefits and retirement plans. Please find the details below:

**a. Health Insurance:**

You have the option to continue your health insurance coverage for a limited period after your employment ends. Details on how to continue your coverage will be provided to you separately.

**b. Retirement Plans:**

If you are a participant in our company's retirement plan(s), you may have several options available to you:

**Leave the Funds in the Plan:** You can choose to leave your retirement funds in the existing plan if the plan allows it. This option will keep your investments tax-deferred until you decide to withdraw them.

**Roll Over to an Individual Retirement Account:** You can initiate a direct rollover of your retirement funds into an Individual Retirement Account of your choice.

**Roll Over to a New Employer's Retirement Plan:** If you are joining a new employer with a retirement plan, you may be able to transfer your existing retirement funds into your new employer's plan, subject to their plan rules.

**Cash Out:** While possible, we strongly recommend against cashing out your retirement funds, as it may have adverse tax consequences and jeopardize your long-term financial security.

Please note that for specific guidance on retirement plan options, tax implications, and other financial matters, we recommend consulting with a qualified financial advisor.

***Please note that this is a general template and may need to be customized to comply with specific state or country laws and individual company policies.***