

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

As you approach this significant milestone in your career, [Company Name] would like to help you prepare for a smooth transition into retirement. We are pleased to invite you to our upcoming seminar: "**Nearing Retirement: Your Financial Transition Strategy.**"

This session is designed specifically for employees planning to retire within the next [Number] years. We will cover essential topics including:

- Understanding your pension and 401(k) distribution options.
- Social Security timing and strategies.
- Healthcare coverage and Medicare transition.
- Budgeting for your retirement lifestyle.

Event Details:

Date: [Date of Seminar]
Time: [Start Time] to [End Time]
Location: [Room Name/Online Link]
Guest Speaker: [Name/Title, Optional]

Spouses and partners are welcome to attend this session with you. Please RSVP by [RSVP Deadline Date] by contacting [Contact Person/Department] at [Phone Number/Email].

We look forward to helping you plan for a secure and rewarding retirement.

Sincerely,

[Your Name]
[Your Title]
[Company Name]