Subject:

You’re invited: Retirement enrollment meeting

Body:

**Small steps can take you far on your journey to retirement**

Please join me for a **retirement planning meeting** to learn how you can enroll in your company’s retirement plan, maximize your benefit and prepare for your future.

**[Month XX, 20XX]**

**[X:XX a.m./p.m.]**

**[Location information]**

I look forward to seeing you!

[Name]

[Title]

[Company name]

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