Email Template: Introduction to RPB

Use this suggested email text to introduce your employee(s) to RPB and invite them to the enrollment meeting/conversation.

Dear [Employee First Name],

I'm excited to let you know about [insert Temple Name]'s employee retirement plan, administered by the Reform Pension Board (RPB) with recordkeeping services provided by Fidelity.

The RPB Plan is a 403(b) defined-contribution plan for the Reform Movement that allows you to save for retirement by choosing how much to contribute to your account from your paycheck each month. You can make these contributions using pre-tax or Roth post-tax deductions, or a combination of both. [Insert information about their employer match here, if applicable.]

Please join me on [insert date] at [insert time] to learn more about our retirement plan and ask questions.

In advance of that meeting, you can learn more about RPB here.

[signature]

PLACEHOLDER