

Sample Announcement Letter

Client's Stationery

(Date)

Dear Employee:

We are all interested in maximizing take-home pay... our spendable income.

A unique Flexible Benefits Plan authorized by Section 125 of the Internal Revenue Code allows us to maximize take-home pay by paying certain expenses on a before-tax basis.

We can do this by setting aside a portion of our pay into a non-taxable account to help pay for work-related child care and medical/dental/vision expenses.

We have scheduled a presentation on this Flexible Benefits Plan for (day, date, time, place). To maximize the value of this benefit program for the fees we are paying, we strongly encourage you to attend.

By attending the meeting you will learn more about the Flexible Benefits Plan and how it may benefit you.

Cordially,

Signature
President