Company Memo

To: All Employees

From: [Employer]

Re.: [Plan Name] SIMPLE Plan

Date: November 1, 2016 (or prior)

Dear Participants,

As of December 31 of this year the [Plan Name] SIMPLE Plan will no longer be available.

Details about the replacement Plan for next year will follow over the next couple of months.

Instructions: Distribute to all employees and asset custodian(s).