**Communication to Your Employees**  
  
Use this template communication to inform your employees that your company is facilitating CalSavers.

Attention Team:

As you may have heard, the State of California has enacted a program to help employees save for retirement, the CalSavers Retirement Savings Program. Through this program, you will be able to contribute a portion of your salary into an Individual Retirement Account. As we are required to do, [Company Name] is now registered with [CalSavers](http://www.calsavers.com/).

Shortly, you will receive a communication informing you of your opportunity to begin participating in the program. The communication will be sent to the email or mailing address you have on file with us from a company called Ascensus (e-mail: [clientservices@calsavers.com](mailto:clientservices@calsavers.com)), which is working with the State of California to administer the program.

The program is completely voluntary for you but is set up as automatic enrollment, so if you choose to not participate, you need to follow the instructions on the information you will receive from CalSavers in order to opt-out. **If you have any questions regarding the program, you can go to** [**www.calsavers.com**](http://www.calsavers.com) **or call 855-650-6918.**

**Please note**: [Company Name] does not sponsor or maintain CalSavers. [Company Name]’s involvement in CalSavers is limited to processing your payroll withholding contributions to the program and remitting them to CalSavers. We will not provide any additional benefit and do not promise any particular investment return on your savings under CalSavers. In accordance with federal government regulations, [Company Name] does not endorse CalSavers. If you would like tax, investment, or financial advice, you should contact a financial advisor. [Company name] is not in a position to provide financial advice.