

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employer Letter for QDRO Processing

Dear [Recipient's Name],

I am writing to confirm that [Employee's Name], who is currently employed at [Company Name] in the position of [Employee's Position], has been an active participant in our [Retirement Plan Name] since [Start Date].

In compliance with the Qualified Domestic Relations Order (QDRO) submitted for processing, we acknowledge the request regarding the division of retirement benefits.

Please find the relevant details regarding [Employee's Name]'s participation below:

- **Employee's Name:** [Employee's Full Name]
- **Social Security Number (last four digits):** [XXX-XX-1234]
- **Plan Name:** [Retirement Plan Name]
- **Plan Number:** [Plan Number]
- **Date of Birth:** [Employee's Date of Birth]

We will process the QDRO according to the court's order and our plan's procedures. Please do not hesitate to contact us at [Your Phone Number] or [Your Email Address] if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]