

Date

To Whom it may concern,

This letter is to inform you that I have changed the name of [retirement trust name] to [new retirement trust name]. This change is effective immediately.

Please see attached amendments to the plan and trust. For any questions, please contact me at [contact information].

Sincerely,

[Name and signature]

## Resolution to amend a retirement plan name

**Whereas**, the board of directors (the “Board”) considered a proposal to amend a retirement program for the employees of [employer name]; and  
**Whereas**, after review of various presentations on plan design and service provider options, the Board agreed to adopt the following resolution:  
**Resolved**, that the [retirement plan name] is hereby amended, effective [date]; and  
**Resolved** that [trustee name] is appointed to serve as the trustee of the plan; and  
**Resolved** further that [current trust name] is to be changed to [new trust name]

DATED, this \_\_\_\_\_ day of \_\_\_\_\_, (year).

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NAME, Trustee