

# Retirement Fund Contribution Adjustment Notification

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to inform you that there has been an adjustment made to your retirement fund contributions effective [Insert Effective Date]. This adjustment has been made to [brief explanation of reason, e.g., align with company policy, accommodate your request, etc.].

Your new contribution rate will be [Insert New Contribution Rate], which will be reflected in your upcoming payroll. If you have any questions or require further assistance regarding this change, please do not hesitate to reach out to [Contact Person/Department] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]