

# Notice of Pension Fund Contribution Adjustment

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

We are writing to inform you of an adjustment to your pension fund contributions, effective [Insert Effective Date]. This decision has been made based on [brief explanation of the reason for the adjustment, e.g., changes in company policy, regulatory requirements, etc.].

As of the effective date, your contribution rate will be adjusted as follows:

- Current Contribution Rate: [Current Rate]
- New Contribution Rate: [New Rate]

Please be assured that these changes are made with your long-term financial well-being in mind. If you have any questions or need further clarification regarding this adjustment, feel free to contact the HR department at [HR Contact Information].

Thank you for your understanding and continued commitment to the company.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]