

Pension Fund Policy Amendments Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of the recent amendments made to our Pension Fund Policy, effective from [Effective Date]. These changes have been introduced to better serve our members and ensure the sustainability of the fund.

Key Amendments:

- Adjustment to contribution rates from [old rate] to [new rate].
- Changes in eligibility criteria for benefits, now requiring [new criteria].
- Introduction of a new investment strategy focusing on [new strategy specifics].

We encourage you to review the revised policy documents attached to this letter. Should you have any questions or require further clarification, please do not hesitate to contact us at [contact information].

Thank you for your attention to these important updates.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Company Contact Information]