

# Retirement Plan Contribution Adjustment Notification

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to inform you about an adjustment to your retirement plan contributions as part of our ongoing effort to enhance employee benefits and ensure your financial future.

Effective [Insert Effective Date], your contribution rate to the retirement plan will be adjusted to [Insert New Contribution Rate]% of your eligible compensation. This change reflects our commitment to providing you with the opportunity to increase your retirement savings.

If you have any questions regarding this adjustment or would like to discuss your retirement planning further, please feel free to reach out to our HR department at [Insert Contact Information].

Thank you for your continued dedication and contributions to [Company Name]. We appreciate you being a valuable member of our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]