

Retirement Savings Contribution Increase Notification

Date: [Insert Date]

Dear [Employee's Name],

We would like to inform you of an important change regarding your retirement savings contributions. Effective [Insert Effective Date], your contribution rate will be increased from [Current Contribution Rate]% to [New Contribution Rate]%.

This increase is designed to help you build a more secure financial future and take full advantage of the benefits our retirement program offers. We encourage you to review your financial plan and assess the impact of this change on your overall savings goals.

If you have any questions or need further assistance, please do not hesitate to reach out to [Contact Person/Department] at [Contact Information].

Thank you for your attention to this important matter, and for your continued commitment to your financial future.

Sincerely,
[Your Name]
[Your Position]
[Company Name]