

Revised Retirement Contribution Details

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We would like to inform you of the revised details regarding your retirement contribution plan effective from [Effective Date].

Revised Contribution Details:

- **Previous Contribution Rate:** [Previous Rate]%
- **New Contribution Rate:** [New Rate]%
- **Effective Date:** [Effective Date]
- **Retirement Plan Name:** [Plan Name]

We encourage you to review these changes carefully and reach out to our HR department if you have any questions or concerns.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]