

Notice of Changes to Retirement Account Contributions

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of important changes regarding your contributions to your retirement account.

Effective [Insert Effective Date], your contribution rate will change from [Current Rate]% to [New Rate]%. This adjustment is being made to align with your [annual review, company policy changes, etc.].

If you have any questions regarding these changes or wish to discuss your retirement planning options, please do not hesitate to reach out to [HR Department/Financial Advisor] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]