

Retirement Savings Adjustment Notice

Date: [Insert Date]

Dear [Employee's Name],

This letter serves as a formal notice regarding the adjustment to your retirement savings plan contributions. As of [Effective Date], your contribution rate will change from [Old Rate]% to [New Rate]%.

These changes are in accordance with our annual review process and aim to enhance your retirement savings. We encourage you to regularly assess your financial goals and adjust your contributions accordingly.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]