

Important Update: New Retirement Contribution Rates

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of an important change regarding the retirement contribution rates effective [Insert Effective Date].

The new contribution rates are as follows:

- Employee Contribution: [New Employee Rate]% of gross salary
- Employer Contribution: [New Employer Rate]% of gross salary

These changes are part of our ongoing commitment to provide you with the best possible retirement benefits. We encourage you to review your financial plans and consider how these new rates may affect your contributions.

If you have any questions or need further assistance, please do not hesitate to reach out to the HR department at [HR Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]