

Retirement Contribution Adjustment Notice

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of an adjustment to your retirement contribution. Effective [Insert Effective Date], your contribution rate will change from [Old Contribution Rate]% to [New Contribution Rate]%. This adjustment is part of our ongoing efforts to enhance your retirement savings and ensure your financial security.

If you have any questions regarding this adjustment or your retirement plan, please do not hesitate to contact [Contact Person/Department] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]