

Confirmation of Updated Pension Plan Contribution Rates

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We are writing to confirm the updated contribution rates for your pension plan effective [Insert Effective Date]. After careful review, we have made adjustments to ensure the sustainability and growth of your retirement benefits.

The new contribution rates are as follows:

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

Please review the updated contribution structure at your earliest convenience. If you have any questions or require further clarification, do not hesitate to reach out to our HR department.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]