

# Notification of Pension Plan Contribution Adjustments

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of upcoming adjustments to the pension plan contributions effective [effective date].

Due to [reason for adjustment], the contribution rates will be modified as follows:

- Current Contribution Rate: [Current Rate]
- New Contribution Rate: [New Rate]

We encourage you to review your contribution plan and consider how these changes may affect your retirement planning.

If you have any questions or need further information, please do not hesitate to contact [Contact Person] at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]