

Notice of Pension Fund Modifications

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of recent modifications to our pension fund plan that will take effect on [Effective Date]. These changes are designed to enhance the overall performance and sustainability of the fund.

Summary of Modifications:

- Adjustment of contribution rates from [Old Rate]% to [New Rate]%
- Introduction of new investment options including [List of Options]
- Change in eligibility criteria for [Describe Changes]

We encourage you to review these changes in detail and consider how they may affect your retirement planning. Additional resources and information are available on our website or by contacting our benefits office.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]