

Notice of Pension Policy Revision

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We are writing to inform you of an upcoming revision to our pension policy, which will take effect on [Effective Date]. After careful consideration, the management has decided to implement several changes that aim to enhance the benefits provided under our pension plan.

Key changes include:

- Adjustment of contribution rates
- Changes to eligibility requirements
- Modification of payout options

Please find attached a detailed document outlining these changes. We encourage you to review the information carefully and reach out to the HR department if you have any questions or require further clarifications.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]