*<COMPANY NAME / LOGO>*

*<DATE>*

Dear *<insert employee name>*

As you may be aware, from 1 July 2021, the standard Superannuation Guarantee (SG) rate will increase from 9.5% up to 10% as part of the government’s commitment to increase the SG by half a percent each year until 2025, when the SG rate will reach 12%.

We are writing to provide you with personalised information about changes you will see on your pay slips starting 1 July, 2021. As part of your employment contract, your superannuation is paid on top of your annual salary. This means that your current <*insert time period eg monthly>* take home salary of *<insert salary>* will remain the same, however the contributions that we make to your superannuation account will increase.

You will see this increased *<time period>* superannuation payments of *<insert new SG payment amount>* appear on your first payslip of the new financial year.

If you have any questions, or would like to discuss this change, please feel free to *<insert details of your next steps policy – eg email HR manager, make an appointment with your manager>*

Regards,

*<insert details of company representative>*