*<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 how this change will affect your take home pay, and the changes you will see on your pay slips starting 1 July, 2021. As part of your employment contract, your superannuation guarantee is paid out of your base salary. This means that in order to meet the new government SG of 10%, you will see some changes to your take home pay amount.

Your annual salary of *<insert salary>* remains the same. However from 1 July, 2021, you will see an increased *<insert pay cycle time period eg monthly>* superannuation payment of *<insert new SG payment amount>* and your *<insert pay cycle time period>* take home payment amount will now be *<insert new take home payment amount>.*

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>*