# Increase of Superannuation Employer Contribution Letter

The following letter template(s) should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

**Note:** For more information about superannuation, please see our relevant Factsheet or contact the Workplace Relations Advice Line.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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# Increase of Superannuation Employer Contribution Letter

[Insert company letterhead]

[Insert Date]

Private and confidential

[Insert employee’s full name]

[Insert employee’s address]

[Name]

Re: Notice of Increase of Superannuation Employer Contribution

I am writing to advise you that the Superannuation Guarantee contribution will increase from 9.5% to 10% on 1 July 2021 as per the Superannuation Guarantee (Administration) Act 1992 (Cth).

Employees receiving superannuation on top of their income

Effective from 1 July 2021, the superannuation payable on your ordinary time earnings will increase to 10%, and your base [salary/hourly rate] will remain the same.

Employees receiving a salary inclusive of superannuation

Effective from 1 July 2021, your current salary package comprised of [insert details of current salary breakdown inclusive of superannuation] will become [insert new breakdown of salary with increased superannuation] to reflect the superannuation increase.

If you have any questions about this matter, please do not hesitate to contact me on [insert contact

details].

Yours sincerely,

[Insert name]

[Insert position]