Dear Employee Name,

Re: Superannuation Guarantee Rate Increase

Due to the recent legislation changes, the Government now requires employers to include in remuneration arrangements an amount of 10% Superannuation as from 1 July 2021 (currently this is 9.5%).

Therefore, this will result in an increased amount being paid into your superannuation fund on a quarterly/monthly basis. *<< choose depends on how often you process your SG payment >>*

*choose between below two scenarios:*

*<< insert below If the employee’s remuneration package is “plus super” >>*

This will have no impact on your wage payments, accordingly you should be aware that this is an increase in the total amount of your remuneration package.

*Or*

*<< Insert below if the employee’s remuneration package is “Super inclusive” >>*

This will result in your wage amounts being reduced so that your total remuneration package remains the same.

Kind regards

Employer Name