(Insert Date)

To whom it may concern,

I, [employee\_first\_name] [employee\_sur\_name], hereby request to salary sacrifice $00.00 of my gross daily/hourly rate, which will be deducted on a weekly basis from my regular payment, with effect from Date, and for those monies to be remitted to my superannuation fund with (name of Superannuation Fund).

I confirm that this fund accepts salary sacrifice contributions.

I understand that I will have no rights of access to these sacrificed monies once they are foregone, and that to cancel this arrangement I must provide a minimum of 1 month’s written notice to Morgan McKinley.

I further understand that Morgan McKinley reserves the right at its absolute discretion to terminate superannuation salary sacrifice arrangements.

Yours sincerely

[employee\_first\_name] [employee\_sur\_name]

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_