

# Email template: Tell your team Sunsuper is your default super fund and help them take charge of their super.

Below is some suggested wording you may use to let your team know that Sunsuper is your chosen default super fund, including how your employees can take charge of their super.

Simply copy and paste the wording into a new email, add the attachments and send to your team.

## Download and attach the below documents:

- **Sunsuper Employee flyer**
- **Selecting Sunsuper join form**

## Add this subject line to your email:

Information to help stay on top of your super

## Add this to the body of your email:

Hi team,

As our default superannuation fund, Sunsuper has created a useful guide that I would like to share with you.

The attached Employee flyer offer tips on how you can take charge of your super, including information on the benefits offered by Sunsuper.

If you decide you'd like to have your future super contributions paid to Sunsuper, please either use the email link in the Employee flyer or complete the attached *Selecting Sunsuper* form and return it to us.

Thank you,

**[Insert your name]**