Dear [employee name]

**Proposed changes to the workplace pension scheme offered by [employer name]**

As you may be aware, we will soon be required to enrol many of our workers into a pension scheme because of the Government’s automatic enrolment legislation. We must do this from [staging date].

These changes have made us review the pension schemes that we offer to our employees. You are receiving this letter either because you are a member of the EasyBuild stakeholder pension scheme or because you are entitled to be a member of that scheme.

**What is happening?**

We are unable to use EasyBuild to meet our obligations under automatic enrolment. For this reason we are planning to use The People’s Pension, which is provided by the same company, B&CE.

**How it will affect you**

If you are currently a member of EasyBuild, the last contribution paid into EasyBuild by us, and by you (if you make your own contributions into EasyBuild), will be made on [last EasyBuild contribution date].

We will make contributions into The People’s Pension from [date of first contribution to The People’s Pension], at the same level as they are currently being paid into EasyBuild. We will pay any contributions that you currently make to EasyBuild, into The People's Pension from the same date.

It may be necessary to increase existing contributions in some cases to comply with automatic enrolment requirements. We will provide you with more detail about this nearer the time.

**Why we’re moving to The People’s Pension**

The People’s Pension has:

* been designed for automatic enrolment; EasyBuild is not an automatic enrolment compliant scheme
* an annual management charge which is lower than EasyBuild’s
* a wider choice of investment options to choose from.

A member pack will be sent to you after [date of first contribution to The People’s Pension] giving you further information about The People’s Pension.

**Have any questions?**

If you want to know more about automatic enrolment, you can look through the FAQs on The People’s Pension website: [www.thepeoplespension.co.uk/resource-library/faqs](http://www.thepeoplespension.co.uk/resource-library/faqs)

If you have any questions about the changes and how they might affect you, please contact [employer contact details].

Yours sincerely

[Signature]

[Name]  
[Job title]