**Sample employee letter**

You can use or adapt this sample letter to write to your employees advising them of the change.

Dear

**Changes to your pension arrangements**

We’re writing to you, as we currently offer you membership of the B&CE EasyBuild Stakeholder Pension (**EasyBuild**).

B & C E Insurance Limited (**B&CE**) (provider of EasyBuild) have told us that they wish to close EasyBuild to future contributions from 31 August 2017 and transfer members’ pension savings from EasyBuild to The People’s Pension Scheme.

Both EasyBuild and The People’s Pension are workplace pension schemes provided by B&CE.

The People’s Pension has:

1. lower annual management charges than EasyBuild
2. the same investment choices as EasyBuild (including the same default investment option) plus a couple of additional options – this means that pension savings can normally stay invested in the same way following the transfer
3. a stronger governance structure than EasyBuild, as it has a Trustee with independent professional trustee representatives on the Trustee Board.

Within the next year or so, we’ll need to comply with our obligations to enrol employees into a pension scheme, which satisfies certain requirements (known as ‘automatic enrolment’). The People’s Pension is an award-winning workplace pension scheme, which unlike EasyBuild, can be used for these purposes.

From 1 September 2017 any contributions we pay and any pension contributions you make will be made to The People’s Pension instead of EasyBuild. Contributions will continue to be made to The People’s Pension at the same rates as they were under EasyBuild.

B&CE will also write to you separately to explain how they’ll transfer your existing EasyBuild pension savings to The People’s Pension, and will provide further information on how The People’s Pension works.

B&CE want to make the process as easy as possible, and so you only need to contact them if you don’t want your pension savings transferred.

**What you need to do**

**If you’re happy for any contributions you make and any pension contributions we pay for you (if applicable) to continue to The People’s Pension – you do not need to do anything.**

Unless you tell us otherwise, we’ll continue this arrangement, but instead we’ll pay the contributions to The People’s Pension.

If you’ve agreed to a salary sacrifice arrangement (i.e. to reduce your salary by an amount equal to your pension contributions, in return for our paying equivalent contributions to EasyBuild) this arrangement will continue as before once you become a member of The People’s Pension.

If you’ve made arrangements to contribute to EasyBuild directly (not through us deducting contributions from your salary) B&CE will provide more information on this when they write to you.

**Change to contractual terms**

Unless you tell us you don’t want to become a member of The People’s Pension (see below), your contractual terms are altered to the extent necessary to ensure that in future, any contributions you pay by deduction from your salary, and any contributions we make in respect of you will be made to The People’s Pension instead of EasyBuild.

The rate and method of calculation of any contributions we pay in respect of you will remain unchanged and continue to be subject to any existing right we have to vary or terminate the contributions to EasyBuild.

**Don’t want to join The People’s Pension?**

**If you don’t want us to make contributions to The People’s Pension, then please let us know. You’ll also have to contact B&CE and let them know where you’d like your EasyBuild pension savings to be transferred to.**

**Note:** If you decide not to join The People’s Pension, we’ll still need to automatically enrol you into a pension scheme for automatic enrolment purposes, once we are subject to these requirements.

**Next steps**

We’ll arrange to become a participating employer in The People’s Pension with effect from 1 September 2017.

**You do not need to do anything if you’re happy for pension contributions to be paid to The People’s Pension instead of EasyBuild.**

B&CE will write to you within the next few weeks to tell you more about how they’ll move your existing EasyBuild pension savings to The People’s Pension automatically, unless you don’t want this to happen.

Please be aware that we cannot give you any financial advice regarding what decision you should make about either making contributions to The People’s Pension and/or moving your existing pension savings across to The People’s Pension. If you do require any advice we suggest that you look at www.unbiased.co.uk or call on 0800 020 9430 to find a local adviser.

Yours sincerely,

[Insert name and title]