



For the attention of the Trustees of the  
[SCHEME\_NAME] pension scheme  
[EMPLOYER\_ADDRESS\_NAME]  
[EMPLOYER\_ADDRESS1]  
[EMPLOYER\_ADDRESS2]  
[EMPLOYER\_ADDRESS3]  
[EMPLOYER\_ADDRESS4]  
[EMPLOYER\_PCD]

**Scheme name:** [SCHEME\_NAME]  
**Scheme number:** [SCHEME\_NUMBER]

Dear Sir/Madam

## Your workplace pension scheme contributions are increasing

When you set up your scheme, you chose to phase in contributions.

As you know, the minimum contribution levels paid into your workplace pension scheme are due to increase soon – as shown in the attached table.

### **What you need to do**

You'll need to update your payroll with the new contribution rates at the relevant time for each of the affected plans.

[We'll provide a payroll adjustment file through our employer dashboard to help with this.]

[As you use salary exchange, you'll need to ensure the change in the contribution levels is covered in the relevant salary exchange agreements you have with your members.]

### **Support for members**

On 29 and 30 November, we'll be writing to your scheme members to remind them their contributions are increasing and how this could help build a healthier pension pot in the future.

We've created some handy awareness communications for you to use with your members, like postcards and posters. You can request copies of these items by emailing [member.communications@royallondon.com](mailto:member.communications@royallondon.com).

For members already making contributions above the new minimum levels, there will be no change and we'll be writing to tell them this.

Visit [employer.royallondon.com/phasing](http://employer.royallondon.com/phasing) for more information on phasing and to download copies of the member letters.

 **[SERVICING\_DEPT\_TEL]**

Mon – Thu, 8.00am – 6.00pm  
Fri, 8.00am – 5.00pm

 **[SERVICING\_DEPT\_EMAIL]**

7 November 2018

 **Your adviser**

[ADVISER\_NAME]  
[ADVISER\_ADR1]  
[ADVISER\_ADR2]  
[ADVISER\_ADR3]  
[ADVISER\_ADR4]  
[ADVISER\_PCD]

## **More information**

As a provider, we have a duty to monitor contributions and report to The Pensions Regulator (TPR) on a regular basis if we don't receive the expected levels.

Visit [thepensionsregulator.gov.uk](http://thepensionsregulator.gov.uk) for more information about scheme contributions and employer duties.

If you'd like to know more about our communications and how we're supporting your members, give us a call.

Yours faithfully



Richard Basham-Jones  
*Head of Customer Experience*

SAMPLE