`

****

**THE BELOW TEXT CAN BE COPIED INTO THE BODY OF AN EMAIL OR YOUR CONTENT MARKETING SYSTEM**

**EXAMPLE TEMPLATE: EMAIL/LETTER TO EMPLOYEES (EXAMPLE 1)**

Dear [Employee name],

As a valued part of the team here at [Company name], we see it as our responsibility to do as much as we can to help you save for your future, in preparation for your retirement.

**Your workplace pension scheme**

Like millions of other workers across the UK, you were automatically enrolled into a workplace pension to help you create a pension pot for your retirement.

At [Company name] we run a workplace pension scheme with [Pension provider] and as your employer, when you pay into your workplace pension we also pay in, so that when you work, your pension works too.

In most cases the government will also put money in, by giving you tax relief paid directly into your workplace pension.

**Understanding pensions. Why it’s so important**

When you retire, you’ll most likely want to carry on doing the things you enjoy, like seeing friends, keeping fit, eating out, buying things, going on holiday and treating your family.

So it's important to think about the amount you'll need when you retire. You’ll get a State Pension which is a good foundation, but you should consider how much you’ll need to do the things you’ll want to in your retirement.

The workplace pension is an easy way to save more for the future. It allows you to take responsibility for your pension arrangements now, while you are still working and earning.

If you’d like help with understanding how your workplace pension works, or with increasing the amount you pay into it, please contact [Manager/HR].

Below are some other helpful links to answer any further questions you may have.

**Helpful links**

When will I receive my State Pension and how much will I be eligible for?

[yourpension.gov.uk](http://.yourpension.gov.uk)

What do I, my employer and the government pay into my workplace pension?

[gov.uk/workplace-pensions/what-you-your-employer-and-the-government-pay](http://gov.uk/workplace-pensions/what-you-your-employer-and-the-government-pay)

What happens if I change jobs?

[gov.uk/workplace-pensions/changing-jobs-and-taking-leave](http://gov.uk/workplace-pensions/changing-jobs-and-taking-leave)

How can I work out what my income will be in my retirement?

*The Money Advice Service has a handy pension calculator to help you work out what your income may be:* [moneyadviceservice.org.uk/en/tools/pension-calculator](http://moneyadviceservice.org.uk/en/tools/pension-calculator)

If you are over 50 and have a pension you can book a free appointment with an impartial Pension Wise advisor for more personalised guidance:

[pensionwise.gov.uk/en](http://pensionwise.gov.uk/en)

And for more general information please visit:

[workplacepensions.gov.uk](http://workplacepensions.gov.uk)

****