TEMPLATE TO BE ISSUED TO THOSE WHO HAVE BEEN AUTO ENROLLED

2016/17 TAX YEAR

PUT ON HOTEL HEADED PAPER

Employee Full Name

Address (Department if handing out)

Date

**HOTEL NAME – Workplace Pension Scheme**

Dear Employee Name

To help people save more for their retirement, the government requires employers to enrol their workers into a workplace pension scheme. This applies to those workers who aren’t already in one, and who

* earn over £10,000 a year (£833.33 a month);
* are aged 22 or over; and
* are under State Pension age.

Now that you meet the above criteria we will be automatically enrolling you into our workplace pension on [insert date]

We have chosen The People’s Pension as our workplace pension scheme for you, which is provided by B&CE, an experienced provider of workplace pensions in the UK. We will share relevant information with B&CE so that they can administer the pension scheme.

**Why is this happening?**

The government’s aim is to get more people to have another income, on top of the State Pension, when they come to retire. The full basic State Pension in 2016-17 is £155.65 a week for a single person.

Employers are enrolling their workers automaticallyinto a scheme to make it easier for people to start saving.

**What happens next?**

You will receive a pack from The Peoples Pension confirming you have been automatically enrolled. This pack will confirm the amount that will be deducted from your salary in [insert month of first deduction], the amount [company name] will contribute to your pot and how much tax relief will be added to make up your total monthly pension contribution.

The pack will also confirm details of how to opt out if you do not wish to be enrolled in the pension scheme. Please follow the instructions in the pack.

**Where to go for further information**

You may have questions about workplace pensions and saving for your retirement. More information on pensions and saving for later life can be found on: [**https://www.gov.uk/workplace-pensions**](https://www.gov.uk/workplace-pensions)

If you have any queries, please contact [insert contact details of appropriate person in hotel]

Yours sincerely

[Insert name of signatory]