[To be produced on company Letterhead]

**PRIVATE & CONFIDENTIAL**

APTIS team

Aviva - My Money

PO Box 2282

Salisbury

SP2 2HY

Date

**Re: School name – Contribution Structure**

I can confirm that the current contribution structure that is offered to teachers is:

**Teaching staff**

*Add in details with what teachers are able to pay. What is the default Employee and Employer contribution percentages? Is there any contribution matching? Is there a maximum contribution percentage? Are contributions linked to years of service/salary/job description, if so, please provide details. Provide details for how often a different employer contribution level can be selected (i.e. annually, six monthly)*

**Support staff**

*Add in details with what support staff are able to pay. What is the default Employee and Employer contribution percentages? Is there any contribution matching? Is there a maximum contribution percentage? Are contributions linked to years of service/salary/job description, if so, please provide details. Provide details for how often a different employer contribution level can be selected (i.e. annually, six monthly)*

Please also find attached a spreadsheet containing a breakdown of contributions.

Yours sincerely

*Signature*

[name]

[role]