**This is a sample letter template provided by Aviva for the Employer, which is to be printed on the Employer’s own company letterhead. It is to accompany the Workplace Retirement Account, which provide the employee with their ‘Scheme Announcement’ information, including their Employer contributions and joining information. Wording in magenta is bespoke – the employer should include/select the wording most appropriate to their scheme.**

[insert date]

Dear [insert employee name],

**Start saving for your future**

**online with [insert employer name]**

As a valued employee of [insert employer name], we’re inviting you to join the [insert employer’s scheme name].

We’ve chosen My Money from Aviva to make it easier for you to plan and save for your future. Designed to help you get to where you want to be financially, My Money gives you all the support you need when you need it.

You can log on to My Money through [**avivamymoney.co.uk**](http://www.avivamymoney.co.uk/)[if applicable, insert bespoke address].

**Paying into your pension**

Your initial contribution into the scheme will be [insert employee % payable] of your pensionable salary.

Your pensionable salary is [give explanation of how it is defined].

The table below shows how much we’ll add to your pension based on your contribution rate.

|  |  |  |
| --- | --- | --- |
| Employee  contribution | [insert employer name]  contribution | Total  contribution |
| X% | X% | X% |
| X% | X% | X% |
| X% | X% | X% |

You can choose to change your contribution amount [enter how often/frequency a member can change their contribution amount].

If you join, we’ll start taking your contributions from the next available payroll and pass the money to Aviva to invest on your behalf. You’ll be able to see your contributions in your payslip.

Please see the “Paying In” section of your member guide for more information about contributions.

**Making your investment choices**

Aviva will automatically invest your contributions in the [insert default name/default fund name(s)]. You can find full details of this fund in your investment guide.

Once your first contribution is invested, you can choose to invest in another fund/other fund(s) if you want. Please read your ‘Investment fund aims and risks’ guide to find out more about the other investment options available to you.

You should be aware the value of your investments can fall as well as rise and the value of your pension fund is not guaranteed. You could get back less than the amount paid into your pension.

**What your pension costs**

The cost of investing in the scheme’s default investment solution, [insert default name/default fund name(s)], is[insert total default AMC %including additional expenses] each year. [The cost may be less if you’re within [x years (insert number of years from when lifestyling starts)] of your selected retirement date. You can find details of the charges in the investment guide.]

Aviva charges a scheme annual management charge of [xx (this is the Core passive charge)]% a year based on the value of your pension savings. This is included in the [insert total default AMC % including additional expenses]% charge above. The scheme annual management charge covers the costs of running your account.

Depending on the fund(s) you choose to invest in, you may pay an extra annual management charge, which is also calculated as a percentage of your pension savings. Some funds also have additional expenses, which cover the costs of running the fund. These are reflected in the price of the fund. You can find full details of the extra annual management charges and additional expenses that may apply to a fund [in the ‘Investment fund aims and risk guide’ / on My Money]

(only include salary exchange details if applicable)

[**Salary exchange**

We’ve put a salary exchange arrangement (also known as salary sacrifice) in place. This saves money in National Insurance contributions.

Under this arrangement, you agree to give up part of your pay before tax. In return, we agree to pay an equivalent amount into your pension account, together with any employer contribution. Aviva will treat the whole amount as an employer contribution.

If you’d like more details of the salary exchange agreement, please contact [insert person or department name at company address]. More details are also available in your member guide.]

(insert if applicable)

[As part of this agreement, we’ll continue to calculate all company benefits on your salary before the reduction for salary exchange.

Salary exchange may not be suitable for everyone. It may affect your entitlement to certain state benefits and the amount of money you can borrow. You should contact [insert person or department name at company address] for further information if you are unsure.]

**How to join**

(this section depends on how employees can join the scheme: delete the options that do not apply)

(If paper application form)

If you want to join, simply complete the application form [in this pack] *or* [available at -insert website address]. Please return the form to [insert contact person or department name at company address].

(if automatic enrolment)

[As part of the government’s auto enrolment regulations, we may automatically enrol you into the scheme. You’ll get a letter explaining how auto enrolment works and what it means for you.]

(if flexible benefits)

[If you want to join, please fill in the information requested on the flexible benefits system at [insert web address] and follow the instructions.]

When you join the scheme, we’ll send your details to Aviva to set up an account for you in the pension scheme, called a Workplace Retirement Account. Aviva will contact you to let you know when your account is up and running.

Please make sure you read the [accompanying] member guide, investment guide and ‘Investment fund aims and risk’ guide [which are available at [insert web address]]. Together, these will give you more details of your new pension scheme, including important information about how the scheme works. For example, they give you useful information about:

* how your Workplace Retirement Account will be taxed
* where you can invest
* how and when you can take a payment from your pension
* organisations set up to help you.

**Talking to a financial adviser**

If you think you might need financial advice after reading the guides, you should speak to your financial adviser. If you don't have a financial adviser, you can visit [unbiased.co.uk](http://www.unbiased.co.uk/) to find one in your area.

**Got any questions?**

(delete contact options that do not apply)

If you have any questions, please contact [insert name/department] by phone on [insert telephone number], by email at [insert email address] or by letter to [insert address].

Yours sincerely,

[insert Employer name]