<Insert Date>

<Insert Employee Name and Address>

**Minimum workplace pension contributions will soon be increasing**

Dear <Insert Employee Name>

We are writing to let you know that the minimum contributions paid into your workplace pension scheme, both by you and by us, is going to increase.

This change, which will take place in April 2018 and again in April 2019, is required by law.

The table below shows the minimum contributions and the dates they will increase.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Until 5 April 2018** | **6 April 2018 to**  **5 April 2019** | **6 April 2019 onwards** |
| Employer Contribution | 1% | 2% | 3% |
| Employee Contribution | 1% | 3% | 5% |
| **Total** | **2%** | **5%** | **8%** |

Remember, your workplace pension is a simple way to help you save for your future so that you will have more money to continue doing the things you enjoy when you retire. The earlier you start to save, the more money you will have when you come to retire, as your money has had time to grow.

Find out more at [www.workerspensiontrust.co.uk](http://www.workerspensiontrust.co.uk) or [www.workplacepensions.gov.uk/employee](http://www.workplacepensions.gov.uk/employee).

Yours sincerely

[insert name]

[insert position]