

Our reference:

**Example letter**



**The  
Pensions  
Regulator**

Making workplace pensions work

PO Box 332  
Darlington  
DL1 9PS

<<Addressee>>  
<<Address>>

[www.tpr.gov.uk/todo](http://www.tpr.gov.uk/todo)



<b>Your PAYE reference</b>	
<b>Your Letter code</b>	

<<Date>>

Dear <<Employer>>

### **Re-enrolment and re-declaration: your legal duties as an employer**

Every three years you have a legal duty as an employer to put certain staff back into your pension scheme. You must then submit a re-declaration of compliance to tell us what you've done, even if you have no staff to put back into your pension scheme.

Depending on your circumstances, re-enrolment and re-declaration may be a two stage process.

#### **Re-enrolment**

What you'll need to do will depend on the circumstances of your staff. Use our re-enrolment duties tool before the third anniversary of your staging date, <<**Third anniversary**>>, to help you work out your duties:  
**[www.tpr.gov.uk/todo](http://www.tpr.gov.uk/todo)**

You'll need to have to hand the age and earnings details of your staff.

#### **Re-declaration**

Whether you have staff to put back into your pension scheme or not, you must complete a re-declaration of compliance.

Your re-declaration deadline is <<**Re-declaration deadline**>>.

### **Keeping you up to date with your duties**

According to our records, you are the most senior person responsible for re-enrolment and re-declaration within your organisation. We will continue to write to you about your duties as it is your legal responsibility to ensure that your duties are completed on time.

We'll also send more regular information by email to the contact listed below to help your organisation comply with workplace pensions law.

#### **Nominated contact for further information:**

**Name:** <<Contact name>>

**Email address:** <<Contact email address>>

**Make sure your contact details are correct**

If your nominated contact's details are incorrect, or if you are no longer the most senior person responsible for automatic enrolment, please provide us with new details at: [www.tpr.gov.uk/autoenrol-nominate](http://www.tpr.gov.uk/autoenrol-nominate). You'll need both the letter code and PAYE reference shown at the top of this letter to do this.

I will write to you again, but you should start preparing now and allow plenty of time to ensure you meet your duties on time.

Yours sincerely

A handwritten signature in black ink that reads "D Ryder". The letter "D" is large and stylized, followed by "Ryder" in a cursive script.

**Darren Ryder**

Director, The Pensions Regulator