

Our reference:

Example letter



The Pensions Regulator

Making workplace pensions work

PO Box 332
Darlington
DL1 9PS

<<Addressee>>
<<Address>>

www.tpr.gov.uk/start-onlinetool



Your duties start date	
Your declaration deadline	
Your PAYE reference	
Your Letter code	

<<Date>>

Dear <<Addressee>>

You must act now: your automatic enrolment duties

The Pensions Regulator is responsible for ensuring that all employers comply with workplace pension law. Under the Pensions Act 2008, every employer in the UK must put certain staff into a workplace pension scheme and pay into it. This is called 'automatic enrolment'.

This applies to you

Whether you're an architect, a newsagent, have a personal care assistant or a nanny, you are an employer from the day your first member of staff started working for you and you have legal duties. Your duties are what you need to do to comply with the law.

According to our records your 'duties start date' was <<Duties start date>>, which is when your first member of staff started working for you.

What you need to do?

1. You need to act immediately

The law applied to you from your duties start date, so you need to act straight away.

Use our online tool to quickly work out what you need to do and how to meet your duties. This includes backdating any pension contributions to when your staff should have been put into your workplace pension scheme. Go to: www.tpr.gov.uk/start-onlinetool

I have also enclosed our Essential Guide with this letter which you can use as a reference when completing your automatic enrolment duties.

2. Complete your declaration of compliance by <<Declaration deadline date>>.

You have a legal duty to complete a declaration of compliance to tell us how you've met your duties.

Your contact details

We currently hold the following email address for you:

<<Secondary or primary contact email address>>

Please let us know if this is correct so we can send you more information and reminders by email to help you with your duties. If you are using someone to help you complete your duties, for example an accountant, financial adviser or member of staff, please tell us who this is so we can contact them.

To update your contact details, go to: **www.tpr.gov.uk/start-nominate**

Do not ignore this letter, you need to act now. If you do not complete your legal duties, including submitting your declaration of compliance on time, you may be subject to fines.

Yours sincerely

A handwritten signature in black ink that reads "D Ryder". The signature is written in a cursive style with a large, stylized 'D' and 'R'.

Darren Ryder

Director, The Pensions Regulator