

Our reference:

Example letter



**The
Pensions
Regulator**
Making workplace pensions work

PO Box 332
Darlington
DL1 9PS

<<Addressee>>
<<Address>>

www.tpr.gov.uk/reenrol-comply



Your PAYE reference	
Letter code	

<<Date>>

Dear <<Employer>>

Act now – re-enrolment and re-declaration

I wrote to you previously to let you know what you need to do to find out your legal duties.

I am sure that your preparations are well underway, however the deadline for you to complete any re-enrolment duties is <<Latest re-enrolment date>>. So, if you haven't used our re-enrolment duties tool yet go to:
www.tpr.gov.uk/duties-reenrol

What do I do next?

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

This must be done by your re-declaration deadline, which for <<Organisation name>> is <<Re-dec deadline>>. Do not leave this to the last moment as some of the information required may take time to prepare.

To complete your re-declaration go to: www.tpr.gov.uk/reenrol-comply

If you do not complete your legal duties on time, including your re-declaration of compliance, you may be subject to fines and/or prosecution.

If you have completed your re-declaration in the last few days, please ignore this letter.

Yours sincerely

Darren Ryder
Director, The Pensions Regulator

