

Dear <Employee name>

As part of your employment package, you are entitled to membership of the Local Government Pension Scheme (LGPS), administered by Avon Pension Fund.

The LGPS is a secure pension scheme, guaranteed by government and will provide you with a regular lifelong income in retirement.

**You do not need to do anything right now. Avon Pension Fund will be in touch with you directly.** If you are new to the scheme, this will be within 60 days.

Most employees are contractually enrolled into the pension scheme automatically. You may wish to check whether a pension deduction appears on your next payslip. If not, please contact your HR department.

You may be entitled to transfer previous pension benefits into the LGPS but you must make the request within 12 months of starting your current new employment role. For more information: <https://www.avonpensionfund.org.uk/transferring-pensions-other-schemes>

You have the right to opt out of the pension scheme at any time. For more information: [www.avonpensionfund.org.uk/opting-out](http://www.avonpensionfund.org.uk/opting-out)

Find out about how the scheme works: [www.avonpensionfund.org.uk](http://www.avonpensionfund.org.uk)

Kind regards,

[Employer name]