

<<Establishment name>>

<<Date>>

<<Name>>

We’re sorry to hear that you’re leaving.

Wherever you go and whatever you’re choosing to do next, it’s good to know that your teacher’s pension will remain with you.

If you’ve not already done so, you should register for a My Pensions Online (MPO) account. You can register quickly and easily via www.teacherspensions.co.uk/registration

You’ll need the following items to hand before starting the registration process:

* Your Teachers’ Pensions reference number (also known as your DfE number)
* Your National Insurance number
* An email address – we recommend a personal email address

Via My Pension Online you’ll be able to:

* Complete important forms
* View your Benefit Statement
* Nominate beneficiaries
* Update your details at any time, from anywhere
* Use our tools and resources
* Find out more about other benefits available to you

If you’ve already registered and are using My Pension Online make sure you update your email address to a personal one, if you have been using a work address.

If you’re leaving teaching for alternative employment where you’re no longer eligible for a teacher’s pension you have a number of options.

If you’ve qualified for benefits then you can choose to:

**Retain your benefits in the Scheme and become a deferred member**

Deferred benefits are revalued annually in line with the public service pension increase. If you rejoin the Scheme following a gap of not more than five years we will apply active revaluation to previously deferred benefits. Even if you don’t re-join the Scheme you can apply for your pension from age 55, although note that benefits taken before your normal pension age will be reduced as we’ll be paying it for longer

**Transfer-out to another registered Defined Benefits scheme by completing the transfer-out application**

You must complete the transfer-out within 12 months of becoming subject to the new pension scheme.

If you haven’t qualified for benefits then you can choose to:

* Leave your pension in the Scheme as you may return and complete the necessary service to qualify for benefits
* Complete a repayment of contributions form
* Request a transfer-out to either another pension scheme (not limited to Defined Benefits scheme only) by completing the transfer-out application form.

You must complete the transfer-out within 12 months of becoming subject to the new pension scheme.

Should you require any further information about leaving teaching and how this impacts your benefits, you can visit www.teacherspensions.co.uk at any time.

You can also keep up to date with any changes and announcements by following Teachers’ Pensions on Facebook, Twitter and LinkedIn, ensuring that you stay in the know.

Wishing you the best for the future.

<<sign off>>