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Auto Enrolment templates



To help you to explain automatic enrolment we've put together a series of email templates for you to use.

Each template outlines: why and from what date they will be enrolled into the Scheme; information and links on what this means to them and their options for opting out. The templates we've created cover:-

- [An employee who is being enrolled into the Scheme](#)
- [An employee who is being enrolled into the Scheme but who will not receive tax relief](#)
- [An employee who is not being put into the Scheme](#)
- [An employee whose enrolment is being postponed](#)

We've also provided a [factsheet](#) to accompany the email for those who are being enrolled into the Scheme.

Last Updated: 27/09/2018 14:07

Forms

Looking for a Form? Our forms page has everything you'll need to get started.

➤ [Forms](#)

Calculators

See how members pensions are built and explore the available options.

➤ [Calculators](#)

FAQ's

Related Information

- [Employer Portal](#)
- [Answer a question](#)

Guides now available

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Latest News

The latest policy updates and announcements about the scheme and the news that affects it:

- [Arrears of contributions invoices](#)
- [Change to employer contribution from September 2019](#)
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