# **Sample member communication content: Encouraging employees to give their nomination of beneficiaries**

To help you communicate details about your Aegon workplace pension scheme to employees, we’ve produced this sample copy for you to use.

We’ve taken all reasonable care to make sure the information is accurate at the time of issue, but we don’t accept liability for any consequences resulting from its use.

There are certain rules you must follow when promoting your company pension scheme to your employees. You can find out more about these on [The Pension Regulator’s website](https://www.thepensionsregulator.gov.uk/en/employers/managing-a-scheme/communicating-with-your-scheme-members).

Title for content / email subject line: Adding a beneficiary for your retirement savings could provide peace of mind

Include for email: Hello <forename>

It’s important you let our pension provider Aegon, know where you’d wish your retirement savings to go, should the worst happen - if you haven’t done so already for this workplace scheme {scheme name}.

Any savings you still have in your plan with Aegon, could be paid to your loved ones - at a time when they might need it the most.

You can view and update individual beneficiaries online from ‘Your profile’ page of Retiready, your online account service. Alternatively you can complete a [Nomination of beneficiaries form](https://www.aegon.co.uk/content/dam/ukpaw/documents/expression-of-wish-nomination.pdf) and return it to Aegon. Giving you peace of mind that your retirement savings will be taken care of and your wishes can be fulfilled.

It may also be a good idea to review your nomination(s) from time to time, so it accurately reflects any change in your circumstances.

Regularly reviewing your retirement plan is an effective way to help you decide if you're paying enough into your workplace retirement savings. You should [review and check your investment plan in Retiready](https://retiready.co.uk/public/sign-in.html) at least once a year.

Wherever you are in your retirement journey, we want to help make it as easy as possible for you and remember these are your retirement savings, it’s important you manage them.

For any more information or help, please contact <HR>

**Sign off/Sample Name**