# **Sample member communication content: How employees can review their contributions**

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: Prepare for your retirement, it can be easier than you think

Include for email: Hello <forename>

Knowing what lifestyle you’re aiming for in retirement will help you make more informed decisions. Regularly reviewing your retirement plan is an effective way to help you decide if you're paying enough into your workplace retirement savings to achieve this lifestyle. If you have longer to go before accessing your retirement savings, it’s still good to have a picture what you’ll spend time doing in retirement.

Our pension provider Aegon has given you access to a retirement modelling tool [Goal Planner](https://retiready.co.uk/session/goals/get-score.html?u=P). You can model different scenarios and discover what changes you can make and the impact they could have on your future.

Small increases may make a difference and the earlier you pay in, the more potential it has to grow in value. Use Goal Planner to:

a Understand the amount you pay into your pension pot and the contributions we pay in too

a See what difference changing your contributions could have on your future income

The value of investments can fall as well as rise and isn’t guaranteed. The final value of your pension pot when you come to take your benefits may be less than has been paid in.

Log in to [Retiready](https://retiready.co.uk/public/sign-in.html) at least once a year to review and check your workplace savings. Considering your options can also help you feel more in control – which can help give you reassurance you’re aiming for the retirement lifestyle you’d like to achieve.

If you haven’t done so already, get started today and [activate your account](https://retiready.co.uk/public/getstarted.html) - it only takes a few minutes. You can find your 10 digit unique activation code on the email or letter Aegon sent you to welcome you to Retiready. If you can't find this code, [chat to Aegon online](https://retiready.co.uk/public/getstarted.html) or call Aegon on 03456 100 072. Call charges will vary.

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**