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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Ill-Health Retirement Resources** |
| **Resource Name** | Final Retirement Statement Short-Service Gratuity – Template Cover Letter to member |
| **Resource Reference** | SPS.RET.IHR.TL.03 (Phase 1) |
| **Description** | This letter may be used to send the Final Retirement Benefit Statement Short-Service Gratuity to a member shortly after their ill-health retirement |
| **Version** | V1.0 |

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| **PLEASE NOTE:** Administratorsmay accesslegislation, Circulars or Letters to Personnel Officers noted in this Procedure by accessing the Circulars & Legislation Section of the Single Scheme Website at [www.singlepensionscheme.ie/circulars](http://www.singlepensionscheme.ie/circulars) |

**Strictly Private & Confidential**

<<Title>> <<Forename>> <<Surname>>

<<Home Address 1>>

<<Home Address 2>>

<<Home Address 3 >>

dd/mm/yyyy

**Re: Single Public Service Pension Scheme**

**Ill-Health Retirement – Final Benefit Notification (Short-Service Gratuity)**

**Date of Ill-Health Retirement - <<dd/mm/yyyy>>**

Dear <<Title>> <<Surname>>

I am writing to confirm the final benefit payable to you under the Single Public Service Pensions Scheme following your retirement.

**Retirement Benefit Statement**

You may recall that we were unable to confirm final details of your benefit to you in advance of your retirement until you had received your final salary payment. Please find enclosed a Final Retirement Benefit Statement that confirms the benefit payable to you under this Scheme and the expected payment date. It is important that you read the enclosed Statement along with the Scheme Member Information Leaflet that you can access at www.singlepensionscheme.gov.ie.

**Payment of your benefit**

On your Statement, you will find details of the date you can expect to receive your Short-Service Gratuity.

If you have any queries following your review of this correspondence, please make contact with me. My details are below:

<<Pension Administrator’s contact details e.g. phone & email >>

Yours sincerely

**<<Pension Administrator’s Name>>**

**<<Pension Administrator’s Department**