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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)**Ill-Health Retirement Resources**  |
| **Resource Name** | Interim Retirement Statement Template Short Service Gratuity – Cover Letter |
| **Resource Reference** | SPS.RET.IHR.TL.02 (Phase 1) |
| **Description** | This letter may be used to send the Interim Retirement Benefit Statement Short-Service Gratuity to a member prior to 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 - Interim Benefit Notification (Short-Service Gratuity)**

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

Dear <<Title>> <<Surname>>

I am writing to provide you with an indication of the benefit payable to you under the Single Public Service Pensions Scheme based on your retirement on the above date.

In this letter, I will also set out details of our retirement process and what is needed to pay your benefit to you at the time of your retirement.

**Retirement Benefit Statement**

Please find enclosed an Interim Benefit Statement that provides an illustration of the once-off benefit payable to you under this Scheme. It is important that you note the following:

* You should read the enclosed Statement along with the Scheme Leaflet and Department of Public Expenditure and Reform Guidance Note 01/2017, that you can access at *www.singlepensionscheme.gov.ie*
* This is an interim Retirement Benefit Statement based on the pensionable pay expected to have been earned by you under all Single Scheme employments up to the date of your retirement. As the statement includes an estimate of future pensionable earnings, it is not a final statement, as the final amount may be higher or lower than that stated. *You will be issued with a Final Retirement Benefit Statement shortly after your retirement.*
* Your Statement has been carefully prepared based on the information that you have provided on your Retirement Options Request Form and any subsequent documentation received. It assumes that there has been no change to the information you have provided to us previously on your Retirement Options Request Form. If this is no longer the case, you should make prompt contact with me as this may affect your benefits.
* You should carefully review the enclosed Statement for accuracy, particularly in relation to your Personal Details. If you feel that any of the information is incorrect on your Statement, you should make prompt contact with me as this may affect your benefits.

**Documentation required in advance of your retirement**

To allow us to progress the payment of your benefits in advance of your retirement, we need you to complete and return the following documents:

* Member Retirement Acknowledgement Form;
* Bank Mandate Form with details of your Bank Account that we should pay your retirement benefits to;
* <<other document>>
* <<other document>>

To ensure that your benefit is paid promptly at the time of your retirement, these documents should be returned to me no later than <<dd/mm/yyyy>>.

**Payment of your benefit**

Your once-off gratuity will be paid to you as soon as possible after the date of your retirement.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 >>

I look forward to hearing from you.

Yours sincerely

**<<Pension Administrator’s Name>>**

**<<Pension Administrator’s Department**