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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Leaver Resources** |
| **Resource Name** | Template Letter A2 |
| **Resource Reference** | SPS.LVR.TL.02 (Phase 1) |
| **Description** | Template Letter A2 – Employer cover letter to accompany Leaver Statement that may be issued to new public service employer where member is leaving employment and is not vested. |
| **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)  **IMPORTANT:** This process does not apply to individuals availing of an unpaid leave of absence, a career break or any form of unpaid statutory protected leave such as unpaid maternity leave, unpaid parental leave, etc. |

**Strictly Private & Confidential**

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

<<Home Address 1>>

<<Home Address 2>>

<<Home Address 3>>

<<Dd/mm/yyyy>>

**Re: Single Public Service Pension Scheme**

**<<Member name>> - PPS <<Member PPSN>>**

Dear <Title> <Surname>

Enclosed please find a Leaver Statement for<<member name>> who left employment with us as a **non-vested member** of the Single Scheme. We have been informed that the member is taking up pensionable employment with you and will continue as a member of Single Public Service Pension Scheme in that employment.

The enclosed Leaver Statement sets outs the contributions retained by us and the benefits accrued by the member under the Single Public Service Pension Scheme while employed with us. The member has also received a copy of the enclosed statement.

Until the member’s pensionable employments can be recorded and consolidated centrally they have been informed that they will receive an Annual Benefit Statement from this office covering the specific period of pensionable employment with us only.

If you have any queries following review of this correspondence, please feel free to contact me, details below:

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

Yours sincerely

**<<Pension Administrator’s Name>>**

**<<Pension Administrator’s Department**