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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Leaver Resources** |
| **Resource Name** | Template Letter C1 |
| **Resource Reference** | SPS.LVR.TL.04 (Phase 1) |
| **Description** | Template Letter C1 may be used where employee leaves employment, is vested and is immediately taking up employment with another public service employer |
| **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>>

**This is an important document that you should keep in a**

**safe place for future reference.**

**Re: Single Public Service Pension Scheme**

**Leaving Service Options (Vested Member)**

Dear <Title> <Surname>

I am writing to you following the conclusion of your pensionable employment with us.

You were a member of the Single Public Service Pension Scheme during your employment with us from <<insert pensionable start date dd/mm/yyyy>> to <<inset pensionable end date dd/mm/yyyy>>.

Based on the information above, and allowing for any earlier public service employments as a member of the Single Scheme prior to <<insert pensionable start date dd/mm/yyyy>> for which we understand that you did not receive a refund, you are deemed to have paid contributions to the Scheme *for more than 2 years altogether*. As such, you now have an entitlement to a long-term retirement benefit under the rules of the Scheme.

I understand that you have subsequently taken up pensionable employment with <<insert the name of the Relevant Authority that the member has moved to>> and that you will continue as a member of Single Public Service Pension Scheme in this new employment.

I have enclosed a Leaver Statement that sets outs the contributions paid and the benefits accrued under the Single Public Service Pension Scheme during your most recent employment with us. This Statement also been copied to the Pensions Officer in <<insert the name of the Relevant Authority that the member has moved to>>. It notes:

* Details of the Single Scheme contributions that you have paid as a member of the Single Public Service Pension Scheme during your employment with us;
* Details of the amounts earned towards your retirement lump sum and your retirement pension under the Single Public Service Pension Scheme during your employment with us

Your new employer will arrange for details of all your pensionable employments to be recorded once mechanisms are in place to allow for this. Until then, you can expect to receive an Annual Benefit Statement from us each year that sets out the current position in relation to the benefits that you earned under the Scheme during your employment with us. It is, therefore, important that you formally notify us of any future changes to your personal correspondence address to ensure that your Annual Benefit Statement reaches you. In the interim, pending the introduction of a mechanism to consolidate all Single Scheme benefits held across all public service employments, please be advised that any potential benefits will be consolidated by your final public service employer.

If you have any queries following review of this correspondence, please check to see if your query is addressed on the Single Pension Scheme website at *www.singlepensionscheme.gov.ie*. Otherwise, please feel free to make contact with me:

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

Yours sincerely

**<<Pension Administrator’s Name>>**

**<<Pension Administrator’s Department**