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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)**Leaver Resources** |
| **Resource Name** | Template Letter D  |
| **Resource Reference** | SPS.LVR.TL.06 (Phase 1) |
| **Description** | Template Letter D may be used where employee leaves employment, is vested and is not 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. Please note that benefits are not payable to other pension arrangements.

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. 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

Until retirement, assuming you do not take up pensionable employment at a later date in a Public Service Body to which the terms of the Single Public Service Pension Scheme apply, you can expect to receive an Annual Benefit Statement from us each year until retirement that sets out the current position in relation to the benefits that you accrued 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 us.

Also, in the event that you do take up employment in a pensionable position with another organisation within the public service to which the terms of the Single Public Service Pension Scheme apply, to allow me to review the position, I would ask that you please:

* 1. Write to me with details of your new public service employer
	2. Alert the Pensions Officer of your new public service employer that you were previously a member of the Single Public Service Pension Scheme during your employment with us and make available a copy of the enclosed Leaver Statement.

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**