**Sample member communication content: How members can review their savings**

To help you communicate details about your Aegon workplace pension scheme to employees, we’ve produced this sample copy for you to use.

We’ve taken all reasonable care to make sure the information is accurate at the time of issue, but we don’t accept liability for any consequences resulting from its use.

There are certain rules you must follow when promoting your company pension scheme to your employees. You can find out more about these on [The Pension Regulator’s website](https://www.thepensionsregulator.gov.uk/en/employers/managing-a-scheme/communicating-with-your-scheme-members).

Title for content / email subject line: Retirement planning in 3 steps

Include for email: Hello <forename>

Your pension pot could be your most valuable asset when you reach retirement. Actively engaging with your workplace plan can help you make the most of your savings and increase the chances of seeing your pension pot grow over time.

Regularly reviewing your retirement goals and considering your options in advance can also help you feel more in control – which can help give you reassurance you’re on track for retirement lifestyle you’d like to achieve.

We’ve created three steps to help you improve your chance of a better retirement income in the future.

**1 Find out the value of your workplace savings**

Check your retirement plans are on track, or if you need to make changes - for example increasing your contributions.

You have access to [myTarget](https://lwp.aegon.co.uk/targetplanUI/my-target-modeller), our pension provider Aegon’s retirement modelling tool, to help you understand how much income you’ll need for the retirement lifestyle your aiming for.

Small increases may make a difference and the earlier you pay in, the more potential it has to grow in value. Use myTarget to:

a Review your contributions and the contributions we pay in too

a See what difference changing your contributions could have on your future income

**2 If you have more than one workplace pension consider moving them to one provider**

Whether you’ve already worked at a few places, or you’re just starting out, chances are you’ll accumulate a few different pension pots throughout your career. If you have several pension pots from different providers, you can leave them where they are, or you can consider bringing your pension pots together.

Understanding where your all-important retirement savings are and what they all add up to could give you:

a Control - may make it easier to view and manage your money, to help you reach your retirement savings goals.

a Fewer charges - multiple pension pots could mean you’re paying multiple charges. Combining into one pot means one set of charges - making it easier to see what charges you’re paying and potentially saving money if your charges are higher in plans elsewhere.

Combining your pensions together into one pot may not be right for you – it will depend on your individual circumstances. You should consider the risks before taking any action. If you need help speak to a financial adviser.

[Find out more if this is right for you](https://www.aegon.co.uk/index.html)

**3 Check which fund you’re invested in**

The contributions paid into your pension plan are invested in investment funds. The fund(s) you invest in can make a big diﬀerence to the amount you’ll have to live on in retirement.

That’s why it’s so important to explore your options and make sure where you’re invested is right for your circumstances now and aligns with your future retirement plan.

You should regularly review your investment choices in your workplace pension especially as your circumstances change or you get closer to accessing your retirement savings.

a Remind yourself where you’re invested

a Review the performance of your investments

a If you wish to switch your existing fund into a new investment

Your investment fund factsheets will give you an overview of the fund's investment objective, risk level, costs, past performance and holdings details.

If you’d prefer to invest your contributions in a different fund you can switch online. Take a look at the [investment fund list](https://digital.feprecisionplus.com/aegonc?rangename=aegonuniverse) to find out what your choices are.

You should think carefully about where you invest, as there are risks you need to consider. The value of an investment can fall as well as rise and isn’t guaranteed. You may get back less than the amount invested. If you’d like some help with your investment choices, you should speak to a financial adviser.

**Take advantage of Aegon’s free online tools**

Our pension provider Aegon has given you access to an online service – TargetPlan, to help make it easier for you to manage your workplace savings. It’s important to [review and check your plan in TargetPlan](https://lwp.aegon.co.uk/targetplanUI/login) at least once a year. You can also access your personal documents, plus there’s also a selection of tools and videos.

The value of investments can fall as well as rise and isn’t guaranteed. The final value of your pension pot when you come to take your benefits may be less than has been paid in.

If you’d like further help with your workplace savings, please speak to a financial adviser, there may be a charge for this. If you don’t already have an adviser you can find one through [MoneyHelper](https://www.moneyhelper.org.uk/en).

If you haven’t done so already, get started today and [activate your account](https://lwp.aegon.co.uk/targetplanUI/account-activation?step=account-activation-landing) - it only takes a few minutes. You need your existing Aegon pension account number (You’ll find it on any communications Aegon has sent you and begins with A/00) and your National Insurance number.

Wherever you are in your retirement journey, we want to help make it as easy as possible for you and remember these are your retirement savings, it’s important you manage them.

For any more information or help, please contact <HR>

**Sign off/Sample Name**