

LETTER TO EMPLOYEES WHO ARE NOT ELIGIBLE TO JOIN SALARY EXCHANGE – to be issued as a personalised letter, and either referring to the NHS or ESCC pension scheme, as appropriate

[NAME]

[DATE]

Dear [NAME]

The University of Sussex – Salary Exchange

As you may be aware, the University is implementing Salary Exchange in respect of pensions for members of the USS, USPAS and SGSS pension schemes.

Regrettably, as a member of the [NHS] [East Sussex County Council] pension scheme, you will not be eligible to participate in Salary Exchange, as this pension provider does not currently allow salary sacrifice for pensions.

If you have any questions in relation to Salary Exchange, and why you are not eligible to participate, please contact Claire Thomas at C.L.Thomas@sussex.ac.uk

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jane Summerville', with a large, stylized initial 'J' and a horizontal line extending to the right.

Jane Summerville
Director of Human Resources