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| Disclaimer at [nestpensions.org.uk/schemeweb/nest/employers/talking-to-your-workers/employee-toolkit/leavers.html](https://www.nestpensions.org.uk/schemeweb/nest/employers/talking-to-your-workers/employee-toolkit/leavers.html) applies to this template. |  |

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| For leavers  Pensions explainer email |

Subject line:

Important information about your Nest pension

Email content:

Hello <employee name>

Before you leave us, we want to remind you about your workplace pension and explain what happens to your money.

What happens to my pension pot when I leave?

Your pension pot holds your hard-earned savings, along with anything else we or the government have paid in. It belongs to you and stays yours when you leave.

Nest will keep looking after your money, aiming to grow it responsibly and sustainably so it’s ready for when you retire. You’ll always be able to keep track of your savings from your online Nest account.

You’ll carry on paying Nest’s annual management charge of 0.3% on the balance of your pot – that’s less than most other providers charge.

What do I need to do?

You don’t need to do anything at all to keep your pension pot invested with Nest.

However, there’s £26.6 billion held in lost pension pots in the UK today, showing how easy it is to lose track of your savings throughout the years. Simply [log in to your online account](https://www.nestpensions.org.uk/schemeweb/nest.html?logged=yes) and keep your contact details up to date, so Nest can keep in touch with you about your money.

What options do I have other than leaving it untouched?

* Continue contributing regularly or top your pot up through one-off lump sums. You’ll pay our 1.8% contribution charge on any new contributions you make.
* If you join an employer that uses Nest in the future, you’ll simply pay into your existing pot. You can also use your pot if you become self-employed and want to save for the future.
* If you have several pension pots, you might find it easier to manage your savings if you combine them. You can [transfer your other pots into your Nest account](https://www.nestpensions.org.uk/schemeweb/nest/my-nest-pension/transfer-your-pension-pots/transferring-into-nest.html), or you can [transfer your Nest pension savings](https://www.nestpensions.org.uk/schemeweb/nest/my-nest-pension/transfer-your-pension-pots/transferring-your-money-out-of-nest.html) to a different provider. Remember to check the charges you’ll pay with a new provider and to be aware of pension scams.
* If you’re aged 55 or older, you can start withdrawing your pension savings. However, this money is meant to last until your later years, giving you a nest egg to rely on when you’re no longer earning a wage. It’s worth considering whether you can afford to leave your savings to grow. Find out more about [your options at retirement](https://www.nestpensions.org.uk/schemeweb/nest/retirement.html), and get free and impartial financial guidance from [MoneyHelper](https://www.moneyhelper.org.uk/en?gclid=CjwKCAjwx8iIBhBwEiwA2quaq8-zjMpkLRHnS_qtCdgwyykmIQr8f94hbHEHNTQffLL3hofNhGPs0hoCetYQAvD_BwE&gclsrc=aw.ds).

**Beware of pension scams**

There are some easy steps you can take to protect your Nest pension pot and your personal data. Find out more about how to stay safe online by visiting nestpensions.org.uk and searching for ['online security](https://www.nestpensions.org.uk/schemeweb/nest/nestcorporation/online-security/online-security.html)'.

Looking for more information? Nest’s dedicated [work changes](https://www.nestpensions.org.uk/schemeweb/nest/saving-for-my-future/managing-life-changes/work-changes.html) page can help you.

Kind regards,

<Insert name or team>

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