

Salary Sacrifice Demo Unit 101 China House
395 Edgware Road London
NW2 6LN
United Kingdom

One Emp
19 Claremont Road
My Street Epsom
PE5 6QB United Kingdom

15 October 2025
Dear Mr One Emp,

Salary Sacrifice Letter

Following our recent discussions, you indicated that you would like to be part of the Salary Sacrifice scheme operating within this organisation. The purpose of this letter is to set out what you have agreed to and to detail the Salary Sacrifice(s) you wish to make. These will apply to your pay on the date(s) stated.

The Salary Sacrifice scheme requires you to accept a reduction in your remuneration in return for a non-cash benefit. The benefits you will have as part of this scheme within this organisation are:

Salary Sacrifice Item(s)	Sacrifice Amount
* Childcare Voucher	55.00
* Cycle and Bus passes	80.00
* Cyclist's safety equipment	10.00
* Pension	120.00
* Workplace Car parking	30.00
* Workplace Nurseries	105.00
Total :	400.00

To receive this benefit your salary will be reduced by the total amount shown above.

(This change will result in a change to your Contract of Employment.)

Before deciding to go ahead with the Salary Sacrifice scheme you are advised to consider the impact that this change in your remuneration might have on any other benefits or schemes that you are part of. In particular, you might want to consider the impact on any insurance schemes you have in place – such as income protection, life assurance, mortgage protection, etc.

You should also note that if you are part of any bonus scheme, which pays a percentage of your salary as a bonus upon successful achievement of targets agreed separately, it will be affected. If you go ahead with the salary sacrifice scheme, any future calculations of bonus will be based on the reduced salary.

Please sign the enclosed copy of this letter and return it to me to indicate your understanding and acceptance of these arrangements.

Yours sincerely
Payroll Manager

I have read, understood and accepted the arrangements set out in this letter in relation to the Salary Sacrifice scheme. I understand and accept the impact that this will have on my salary.

Signed.....

Date.....