

[REF]

[DATE]

Dear **[insert name of employee]**

In order to complete your Cycle2Work application, **[insert name of company]** (the "**Company**") requires you to join its salary sacrifice scheme. It is important that you understand the nature of this scheme before entering into it.

The scheme involves you voluntarily taking a reduction in your gross salary in exchange for a Letter of Collection which is redeemable against your choice of bicycle and/or cycling safety accessories.

This benefit can be provided to you free of tax and national insurance contributions as described in the Pre-Contractual Information which you have already read.

Please be advised that as a result of this scheme, your terms and conditions of employment will change, but only to the extent that that your gross salary will be reduced and a new benefit introduced.

If you are happy with this arrangement, you will find below a letter which you should sign to acknowledge and confirm your agreement to the salary sacrifice scheme.

Should you have any questions about the arrangements described above, then please contact Cycle2Work on 03455 046444.

Yours sincerely,

[insert company name]

[REF]

[DATE]

From: [insert name of employee]

Dear **[name of employer's authorised scheme co-ordinator]**

I hereby renounce my entitlement to £ **[insert amount of salary to be sacrificed]** of my gross basic salary to be collected over a **12** month period with effect from the date that I am in receipt of my Letter of Collection from Cycle2Work.

I acknowledge that this represents a change to the terms and conditions of my employment, and I confirm that I have read and understood the materials supplied to me explaining the nature of the changes and the potential issues.

I confirm my agreement by way of ticking the box below:

[Employee Name]
TIME & DATE OF TICK

