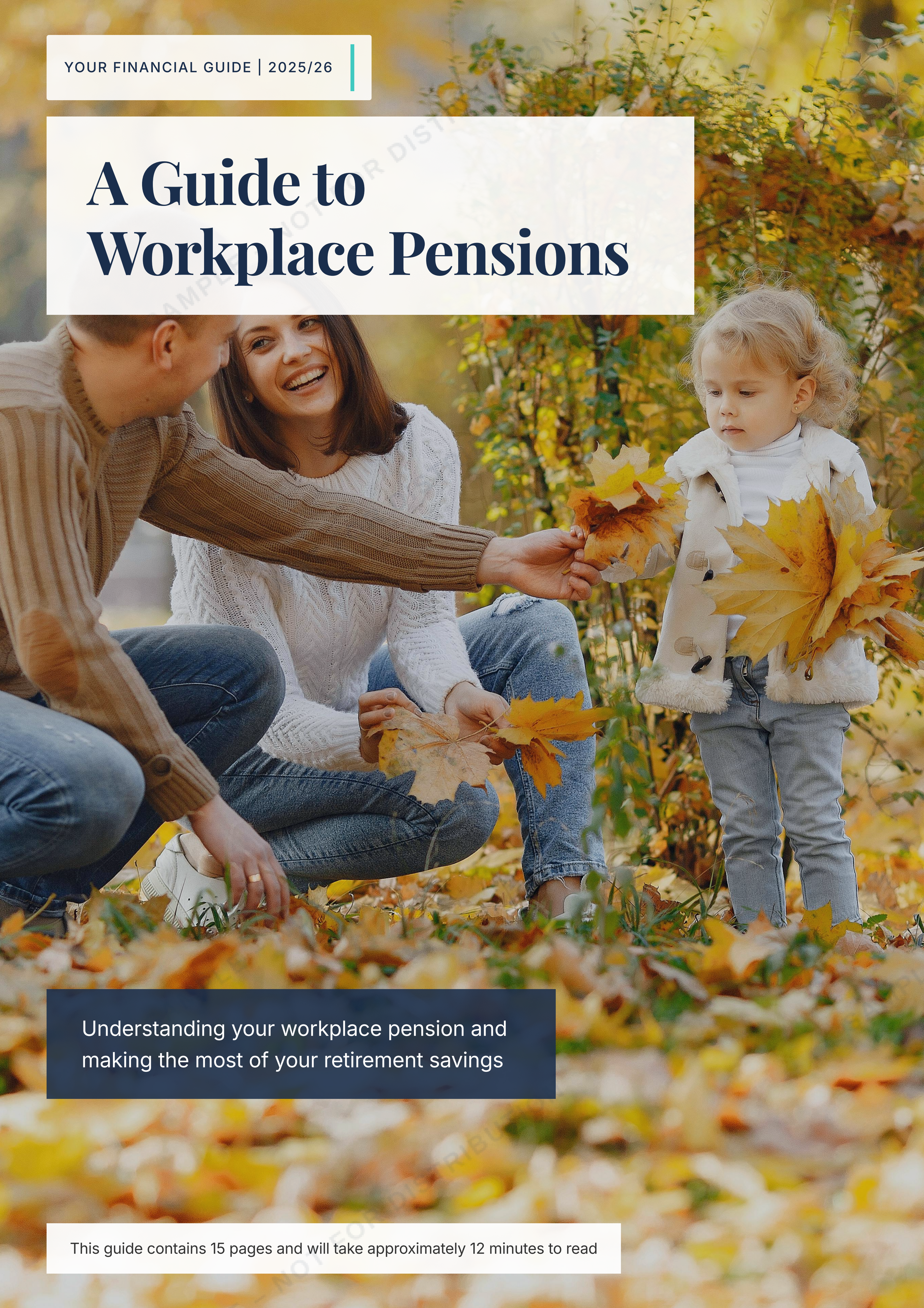
YOUR FINANCIAL GUIDE | 2025/26

A Guide to Workplace Pensions



Understanding your workplace pension and making the most of your retirement savings

This guide contains 15 pages and will take approximately 12 minutes to read

Your workplace pension is one of the most valuable benefits your employer offers

This guide explains how workplace pensions work, what you are entitled to, and how to make the most of your retirement savings.

Contents

Images: Pexels

What Is a Workplace Pension?

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[illegible]

Key Points

- [illegible]
- [illegible]
- [illegible]

Information accurate as of January 2026

Auto-Enrolment: Are You In?

[illegible]

89%	21.7m	£91bn
Of eligible employees now save into a workplace pension	Workers enrolled in a workplace pension across the UK	Total saved by private sector employees in 2026/27

Auto-Enrolment Thresholds for 2025/26

£10,000	£6,240	£50,270
Earnings trigger (annual)	Lower earnings limit	Upper earnings limit

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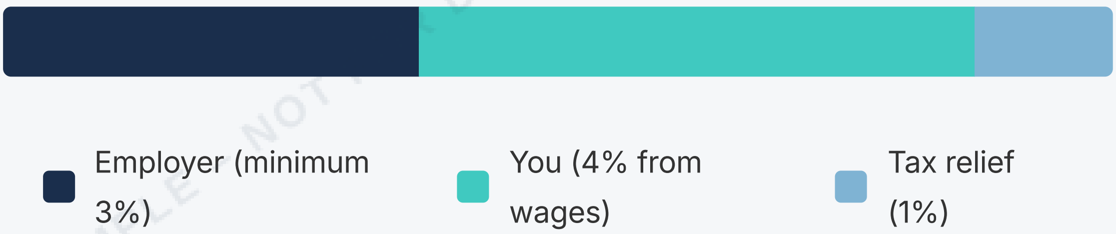
Information accurate as of January 2026

How Much Goes Into Your Pension

The Contribution Breakdown



Can You Pay In More?

Did you know?

Information accurate as of January 2026

Tax Relief: Your Hidden Pay Rise

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Feature	Relief at Source	Net Pay
How it works	Contribution taken after tax, provider claims 20% back	Contribution taken before tax is calculated
Basic rate (20%)	**Automatic**	**Automatic**
Higher rate (40%)	Claim extra 20% via Self Assessment	**Automatic**
Additional rate (45%)	Claim extra 25% via Self Assessment	**Automatic**
NIC savings	**No**	**No**
Best for	Most common scheme type	Higher earners (full relief at once)

[illegible]

[illegible]

Salary Sacrifice in Action

RM

Her goals: Retire by 60

Family holidays each year

Annual salary	£42,000
Pension contribution	5%
Employer match	5%

Salary sacrificed for pension (5%)	£2,100
Her NIC saved (8%)	£168
Employer NIC saved (15%)	£315
Total annual saving	**= £483**

Where Your Money Is Invested

The Default Fund

Can You Choose Your Own Investments?

Charges and Value

Key Figures

£60,000

0.75%

£10,000

Planning Your Retirement Income

Building the Full Picture

Your Options at Retirement

Drawdown	Annuity

Meet Sarah and James

[illegible]

SJ

[illegible]

[illegible]

Retire by 62 | Help children with university | Travel in retirement

SITUATION

[illegible]

→

ACTION

[illegible]

→

RESULT

[illegible]

[illegible]

[illegible]

Information accurate as of January 2026

Protecting Your Pension

1

2

3

4

5

6

7

8

Your Next Steps

1

5 MINS

2

15 MINS

3

10 MINS

4

"Your workplace pension is not just a number on a statement. It is the holidays you will take, the home you will enjoy, and the freedom to spend your time the way you choose."

Your Financial Adviser

Expert guidance for your financial future

Our team of experienced financial advisers is here to help you make the most of your workplace pension and plan for the retirement you deserve.

Ready to take the next step?

Call us on or email

Visit us at