

Pension Scheme Application

Date: [Insert Date]

To,
[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [HR Manager's Name],

I am writing to formally apply for enrollment in the company's pension scheme as a new employee. My details are as follows:

Employee Name: [Your Name]
Employee ID: [Your Employee ID]
Department: [Your Department]

I understand the importance of preparing for my financial future and wish to take full advantage of the benefits offered by the pension scheme. Please let me know if there are any forms or documents that I need to complete as part of this application.

Thank you for considering my application. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Contact Information]