

**BASE PAY**

**EMAIL TEMPLATE**

**EMAIL #1 – BASE PAY PROJECT WELCOME**

FIRSTNAME,  
  
Welcome to Total Reward Solutions!  We are excited to be working with you on a base pay project.  
  
There are several steps we undertake in completing a base pay project to include defining compensation philosophy and market data guidelines, completing market matches, market benchmarking, formulating a pay structure, conducting an incumbent analysis against that structure, and completing a final project overview presentation.  
  
You will receive an email as we complete each of these steps to keep you updated on the progress of your base pay project.  
  
We look forward to building a mutually beneficial relationship and to becoming your trusted partner for compensation and total reward services.  
  
Your Closing,

**Your Signature Line**