

**EXECUTIVE BENCHMARKING**

**EMAIL TEMPLATE**

**EMAIL #1 – EXECUTIVE BENCHMARKING PROJECT WELCOME**

FIRSTNAME,  
  
Welcome to Total Reward Solutions!  We are excited to be working with you on an executive compensation analysis.  There are several steps we undertake in completing an executive compensation analysis to include defining compensation philosophy and market data guidelines, completing market matches, market benchmarking, formulating individual pay recommendations, and completing a final report on the executive analysis and findings.   
  
You will receive an email as we complete each of these steps to keep you updated on the progress on your executive compensation analysis.  
  
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**