

**BASE PAY**

**EMAIL TEMPLATE**

**EMAIL #2 – MARKET DATA GUIDELINES COMPLETED**

FIRSTNAME,  
  
We have now defined your organization's compensation philosophy and market data guidelines.  We have completed a most crucial step in the base pay project, as your compensation philosophy and market data guidelines drive the rest of the project.  We are ready to move to pulling potential market job matches and obtaining your review and approval.  
  
You will next hear from us when we are ready to schedule time to review the potential market matches with you. We will provide you with the respective job match descriptors along with some Job Match Review Guidelines on how to determine if the survey descriptors are a good fit for your job(s). Depending on the number of jobs that are being benchmarked, we will either schedule a call or meeting with you once you have had the opportunity to review the job matches.

Your Closing,

**Your Signature Line**