

**BASE PAY**

**EMAIL TEMPLATE**

**EMAIL #3 – MARKET BENCHMARKING COMPLETED**

FIRSTNAME,

The market match review process and your market pricing benchmarking is now complete.  You should have now received an excel spreadsheet for every job title benchmarked that included data for both base and total cash.  Total cash is defined as base and any annual bonus, incentive or commission and excludes overtime compensation.

The excel spreadsheet also included the pay mix in the market which indicates for each job benchmarked what percent of pay is represented in base vs. variable pay (defined as bonus, incentive or commission) from the market data as well as the dollar amount the incentive represents.

We are now ready to move to developing a pay structure that best fits your organization's size and culture.  We will be in touch soon when the proposed pay structure is ready to share with you.

Your Closing,

**Your Signature Line**