

**EXECUTIVE BENCHMARKING**

**EMAIL TEMPLATE**

**EMAIL #3 – MARKET BENCHMARKING/INITIAL RECOMMENDATIONS COMPLETED**

FIRSTNAME  
  
The market match review process and your market pricing benchmarking is now complete.  We have also now developed our initial base, incentive, and total cash recommendations.  You should have now received a separate sheet for every job title benchmarked that included data for both base, incentive, and total cash.  Total cash is defined as base and any annual bonus, incentive or commission.  
  
The individual sheets also include the pay mix in the market which indicates for each executive 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.    
  
Having reviewed and finalized the individual executive recommendations, we are now ready to move onto writing the final report for the executive analysis.  We will be in touch soon when the report is ready to share with you.

Your Closing,

**Your Signature Line**