

**BASE PAY**

**EMAIL TEMPLATE**

**EMAIL #4 – SALARY STRUCTURE COMPLETED**

FIRSTNAME,  
  
Good news!  Your base pay project is moving along nicely with the completion of the pay structure.  Now that we have your approval on the pay structure, the next step is to complete the current employee incumbent analysis.  
  
You will be receiving an excel spreadsheet of the employee incumbent analysis once it is completed.  This spreadsheet will show you the new pay range for each employee, how their salary compares to their new pay range midpoint (also referred to as comp-a-ratio), and the cost to move any employee's salary to minimum as well as the cost of any employee's salary that exceeds maximum.  
  
You will hear from us next when the employee incumbent analysis is completed.

Your Closing,

**Your Signature Line**