

**BASE PAY**

**EMAIL TEMPLATE**

**EMAIL #5 – INCUMBENT ANALYSIS COMPLETED**

FIRSTNAME,  
  
You have now received your current employee incumbent analysis, and you are now aware of your organization's average comp-a-ratio and how that compares to your overall compensation philosophy.  You also now know the cost to your organization to take employees to the minimum of their new pay ranges as well as the cost of employee salaries that exceed the maximum of their new pay ranges.  
  
We are now in the home stretch of your base pay project.  Our final step is to prepare a Base Pay Project Overview Presentation that will recap the highlights of the project and provide you with any applicable recommendations.  Once the report is ready, we will let you know!

Your Closing,

**Your Signature Line**