

**BASE PAY**

**EMAIL TEMPLATE**

**EMAIL #6 – PRESENTATION COMPLETED**

FIRSTNAME,  
  
Your Base Pay Project Overview presentation has now been completed and submitted to you in draft form. We will work with you to review the presentation and make any needed changes.    
  
Total Reward Solutions will then attend a meeting to present the Base Pay Project Overview to a group of your choice- i.e. executive team.  
  
The scheduling of the meeting to present the final report will occur soon.  
  
Your Closing,

**Your Signature Line**