

**INCENTIVE COMPENSATION**

**EMAIL TEMPLATE**

**EMAIL #1 – INCENTIVE PLAN PROJECT WELCOME**

FIRSTNAME  
  
Welcome to Total Reward Solutions!  We are excited to be working with you on the design of an incentive/bonus plan.  There are several steps we undertake in the design process to include reviewing and selecting a plan option, developing the plan structure, developing the objectives monitoring and assessment, determining the terms and conditions for the plan, completing a cost analysis for the plan, and creating a plan document   
  
You will receive an email as we complete each of these steps to keep you updated on the progress on your incentive compensation/bonus plan.    
  
We look forward to building a mutually beneficial relationship and to becoming your trusted partner for compensation and total reward services.

Your Closing,

**Your Signature Line**