

**OBJECTIVE BASED PLAN**

**EMAIL TEMPLATE**

**FINAL EMAIL – ALL DELIVERABLES COMPLETED**

FIRSTNAME  
  
All deliverables are now completed on your objective based incentive compensation plan.  It has been a pleasure to work with you.  I hope you found my work and service outstanding.  Relationships are important to us here at Total Reward Solutions, and we want to be your partner for compensation and total reward services for years to come.  As clients, you will receive our monthly blogs and any special news alerts on compensation legislation. (Customize this sentence to you.)   
  
We offer a multitude of other compensation services such as market benchmarking, base pay design, and executive compensation analysis.  Please refer to my website (insert your website address) for a complete listing of services.  
  
If you would be willing to write a testimonial for me, please let me know. Testimonials help me grow my business. Again, we sincerely thank you for partnering with us to complete your objective based incentive compensation plan.  If you are happy with my services, please refer me to others.  
  
Your Closing,

**Your Signature Line**