

# Salary Benchmarking Discussion

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Salary Benchmarking Discussion

Dear [Employee's Name],

I hope this message finds you well. I would like to invite you for a discussion regarding your current salary in relation to the market benchmarks for your role.

As part of our commitment to ensure that our compensation packages remain competitive and fair, I have conducted a salary benchmarking analysis. This analysis compares our current salaries with industry standards and may provide useful insights for our conversation.

During our meeting, we will discuss your current contributions to the team and how they align with the benchmarks identified. I appreciate the hard work and dedication you have shown, and this discussion is an opportunity to ensure that your salary reflects your value to the organization.

Please let me know your availability for a meeting next week. I am looking forward to our conversation.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]