

Salary Benchmarking Review

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Salary Benchmarking Review for Retention Initiatives

Dear [Employee's Name],

We appreciate the valuable contributions you have made to [Company's Name]. As part of our ongoing efforts to ensure competitive compensation and retain our top talent, we have conducted a salary benchmarking review.

Based on our findings, we have identified key areas where adjustments may be necessary to align your compensation with the market rates. We are committed to fostering a supportive work environment and ensuring that our remuneration packages reflect both your performance and industry benchmarks.

We would like to schedule a meeting to discuss the findings of the review and potential adjustments to your salary. Please let us know your availability for the coming week.

Thank you for your continued dedication to [Company's Name]. We look forward to having a conversation with you soon.

Best regards,

[Your Name]

[Your Position]

[Company's Name]

[Contact Information]