

# Total Rewards Evaluation

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Company Name]

Dear [Recipient's Name],

We appreciate your commitment and contribution to [Company Name]. As part of our ongoing assessment of employee compensation and benefits, we have undertaken a total rewards evaluation to ensure we are providing a competitive and fair package to our employees.

Your current total rewards package includes:

- Base Salary: [Insert Amount]
- Bonuses/Incentives: [Insert Amount/Details]
- Health Benefits: [Insert Details]
- Retirement Plans: [Insert Details]
- Other Benefits: [Insert Details]

We are committed to supporting your professional growth and satisfaction. If you have any questions or wish to discuss your total rewards package further, please feel free to reach out.

Thank you for your hard work and dedication to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]