

Your  
Logo Here



August 5, 2019

John J. Dorning  
1200 Bunting Way  
Atlanta, GA 30304

Dear John,

As a valued employee, COMPANY is pleased to present you with your personalized Total Compensation Statement. While cash compensation is the largest portion of your total compensation, a significant portion is provided through indirect pay for health insurance, retirement and other benefits.

We prepared this statement to help you to better understand the true value of your compensation. If you have any questions, please contact Contact Name at PHONENUMBER.

Sincerely,  
**YOUR NAME**  
YOUR TITLE

2019 Total Compensation Statement  
**John J. Dorning**

	Your Contribution	Our Contribution
<b>Cash Compensation</b>		
Base Salary		85,000
Commission		100
Bonus		8,000
Overtime		5,000
<b>Cash Compensation</b>		<b>\$98,100</b>
<b>Health &amp; Welfare</b>		
Medical Plan	2,000	5,000
Dental Plan	300	8,000
Vision Plan	100	300
Health Savings Account	0	1,000
<b>Total Health and Welfare Benefits</b>	<b>\$2,400</b>	<b>\$14,300</b>
<b>Retirement</b>		
401(k)	3,000	1,000
<b>Total Retirement Benefits</b>	<b>\$3,000</b>	<b>\$1,000</b>
<b>Income Protection</b>		
Life Insurance	2,800	2,700
Disability	3,000	2,900
Social Security and Medicare	3,251	3,251
<b>Total Income Protection</b>	<b>\$9,051</b>	<b>\$8,851</b>
<b>Miscellaneous</b>		
Gym Membership	0	500
Tuition Reimbursement	0	1,000
<b>Total Miscellaneous Benfits</b>	<b>\$0</b>	<b>\$1,500</b>
<b>Total Compensation Value</b>		<b>\$123,751</b>



**Benefit Cost Breakdown**

Compensation	65.1%
Health & Welfare	11.6%
Retirement	0.8%
Income Protection	7.2%
Miscellaneous	1.2%
Pay For Time Off	14.1%
Total may not be 100% due to rounding.	

**Description of Special Benefit**

Describe any special benefit or bonus. This section is often used to describe a new benefit, a special benefit for company employees, or a company-wide award. This space can explain a profit-sharing program or a new incentive program. The space below can be used for any employee specific awards.

**Subtitle For Employee Specific Contribution**

You received an Employee Service Bonus of \$500. You are eligible for another bonus after 12/31/2021.

Based an your service you also received a bonus award of company stock valued on 8/16/2019 at \$300, which you will be awarded on 11/01/19.

Based an your service you also received a bonus award of company stock valued on 8/16/2019 at \$600, which will be fully vested as of 11/01/2020.

We recognize the importance of work-life balance and you have the following time off benefits:

- 24 Days of paid time off (Cash value \$12,000)
- 10 Days of Holiday (Cash value \$5,000)
- 1 Days of Sick Time (Cash value \$500)

You may also take advantage of Company-sponsored programs including:

- Employee Assistance Program
- Flexible Spending Account
- Tuition Reimbursement
- Credit Union
- Flexible Schedules

Your  
Logo Here



August 5, 2019

Sally V. Smithson  
2418-C Joy Lane  
Doraville, GA 30316

Dear Sally,

As a valued employee, COMPANY is pleased to present you with your personalized Total Compensation Statement. While cash compensation is the largest portion of your total compensation, a significant portion is provided through indirect pay for health insurance, retirement and other benefits.

We prepared this statement to help you to better understand the true value of your compensation. If you have any questions, please contact Contact Name at PHONENUMBER.

Sincerely,  
**YOUR NAME**  
YOUR TITLE

2019 Total Compensation Statement  
**Sally V. Smithson**

	Your Contribution	Our Contribution
<b>Cash Compensation</b>		
Base Salary		75,000
Bonus		5,000
Overtime		2,000
<b>Cash Compensation</b>		<b>\$82,000</b>
<b>Health &amp; Welfare</b>		
Medical Plan	3,000	8,000
Dental Plan	600	1,200
Vision Plan	200	800
<b>Total Health and Welfare Benefits</b>	<b>\$3,800</b>	<b>\$10,000</b>
<b>Retirement</b>		
401(k)	200	800
<b>Total Retirement Benefits</b>	<b>\$200</b>	<b>\$800</b>
<b>Income Protection</b>		
Life Insurance	0	1,000
Disability	375	24
Social Security and Medicare	2,869	2,869
<b>Total Income Protection</b>	<b>\$3,244</b>	<b>\$3,893</b>
<b>Total Compensation Value</b>		<b>\$96,693</b>



**Benefit Cost Breakdown**

Compensation	70.7%
Health & Welfare	10.3%
Retirement	0.8%
Income Protection	4.0%
Pay For Time Off	14.1%
Total may not be 100% due to rounding.	

**Description of Special Benefit**

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**Subtitle For Employee Specific Contribution**

You received an Employee Service Bonus of \$200. You are eligible for another bonus after 12/31/2021.

Based an your service you also received a bonus award of company stock valued on 8/16/2019 at \$100, which you will be awarded on 11/01/19.

Based an your service you also received a bonus award of company stock valued on 8/16/2019 at \$700, which will be fully vested as of 11/01/2020.

We recognize the importance of work-life balance and you have the following time off benefits:

- 24 Days of paid time off (Cash value \$9,600)
- 10 Days of Holiday (Cash value \$4,000)

You may also take advantage of Company-sponsored programs including:

- Employee Assistance Program
- Flexible Spending Account
- Tuition Reimbursement
- Credit Union
- Flexible Schedules