

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



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



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