



TRS Introductory Letter

Your Total Rewards Statements are customized with a letter from your CHRO or another executive on page two. You can write your own letter or customize our example. We recommend 200-300 words.

Sample Letter

Dear [employee first name],

ABC Company is committed to providing you with best-in-class compensation and benefits. This commitment is a cornerstone of our employee-first culture and the guiding principle behind our Total Rewards philosophy.

Each year, we evaluate our Total Rewards package against our industry and the broader employment market to ensure we provide the best value to you and your family. As part of this regular review, we're pleased to present your Total Rewards statement. This statement is a comprehensive overview of the total value of your employment with ABC Company, including your financial compensation, health, wellness and work-life-balance programs.

I want to thank those who participated in our recent benefits survey. Your answers provided valuable insight as we evaluate our current benefits and identify new offerings that are important to you. We plan to share any changes related to this feedback during our annual enrollment period later this year.

We're proud of the comprehensive benefits package we offer. We're especially pleased that, with your partnership, we have kept our healthcare plans affordable, despite rising costs. For healthcare plan participants, it's more important than ever to manage your healthcare expenses. Your commitment to managing individual costs helps us offer affordable healthcare options and, ultimately, allows you to maximize your take-home pay. Some important ways you can manage costs include scheduling your well visits, taking advantage of preventive screenings and opting for telehealth services for common ailments.

I hope this statement is a helpful reminder of the benefits available to you and the ways you can make the most of your compensation package. I encourage you to review this document and send questions about your statement to your human resources team at hr@abccompany.com.

Sincerely,

Brian Johnson

Brian Johnson
Chief Human Resources Officer
ABC Company

Your Letter

- We recommend 200-300 words for your introductory letter.
- Be sure to include the name of the executive with his/her title.