

March 4, 2011

JOHN SMITH  
 1234 MAIN STREET  
 SUNNYSIDE, CA 98765

Dear John,

As a valued employee, Insight e-Tools is pleased to present you with your personalized Total Compensation Statements for 2010. While cash compensation is the largest portion of your total compensation, a significant portion is provided through indirect pay for health insurance, income protection, and other benefits.

We hope this statement will help you better understand the true value of your compensation and benefits.

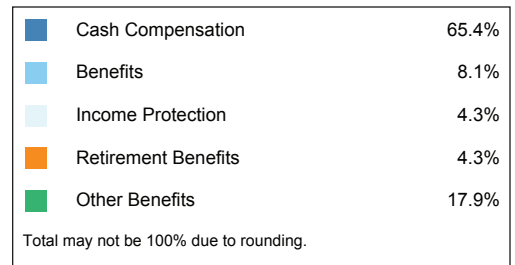
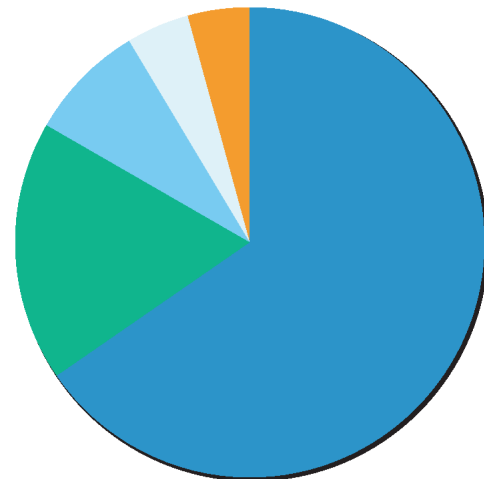
**Your Total Compensation Statement**

Pay & Benefits	Your Contribution	Company Contribution
<b>Cash Compensation</b>		
Base Pay	\$0.00	\$45,516.40
Overtime	\$0.00	\$7,522.59
Doubletime	\$0.00	\$162.40
On Call	\$0.00	\$600.00
Holiday	\$0.00	\$1,449.00
Paid Time Off	\$0.00	\$3,034.28
Tool Allowance	\$0.00	\$550.00
<b>Total Cash Compensation</b>	<b>\$0.00</b>	<b>\$58,834.67</b>
<b>Benefits</b>		
Medical	\$5,416.08	\$7,275.12
Dental	\$1,188.48	\$0.00
Flex	\$2,000.00	\$0.00
<b>Total Benefits</b>	<b>\$8,604.56</b>	<b>\$7,275.12</b>
<b>Income Protection</b>		
Life Insurance	\$0.00	\$36.48
Long-Term Disability	\$0.00	\$184.20
Federal Unemployment Ins.	\$0.00	\$56.00
State Unemployment Ins.	\$0.00	\$138.38
Worker's Comp	\$0.00	\$3,487.24
<b>Total Income Protection</b>	<b>\$0.00</b>	<b>\$3,902.30</b>
<b>Retirement Benefits</b>		
Medicare	\$728.34	\$728.34
Social Security	\$3,114.27	\$3,114.27
<b>Total Retirement Benefits</b>	<b>\$3,842.61</b>	<b>\$3,842.60</b>
<b>Other Benefits</b>		
Auto Benefits	\$0.00	\$4,407.18
Travel Benefits	\$0.00	\$11,711.88
<b>Total Other Benefits</b>	<b>\$0.00</b>	<b>\$16,119.06</b>
<b>2009 Total Compensation</b>	<b>\$12,447.17</b>	<b>\$89,973.75</b>

Sincerely,

Jane Doe  
 HR Director

The chart below illustrates our contribution to your total compensation package in addition to your cash compensation.



**In addition to the compensation and benefits mentioned above, we also provide you with:**

- > Eleven (11) Paid Holidays
- > Vacation, Sick Leave, Personal Days (non-exempt)
- > Service Award Program
- > Tuition Reimbursement
- > Professional Development and Training