

COMPANY NAME
5678 EXAMPLE AVENUE SUITE A
SPRINGFIELD, MO 95661

Employee Name
123 Fake Street
Suite A
Springfield, MO 95661

**YOUR LOGO
HERE**

Dear Employee Name,

As a valued employee, Business Example Inc. is pleased to present you with your personalized Total Compensation Statement for 2022. 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 better understand the true value of your compensation and benefits.

If you have any questions, please contact Jane Doe in Human Resources by phone at 888-667-5884 or johnsmith@businessexampleinc.com.

Sincerely,

John Smith
John Smith