

Sample Org
Sample House
Sample Street
Sample City
SA4 5PL

DD/MM/YY

Include a
personalised
letter to each
member of
staff.

Dear Tom

Your reward package explained

At **Sample Org**, we believe that high calibre people should be recognised and rewarded. We also realise that there is more to rewarding employees than just salary and bonus. Therefore, we provide our employees with a range of competitive benefits, which we are constantly looking to improve.

Research in other companies has shown that employees are not always aware that they are entitled to certain benefits. Nor do employees always realise just how much those benefits are worth.

To show you the value of **Sample Org's** total pay and benefits package, we have created this personalised statement for you. Your statement details your pay and benefits and their value. A glossary on the reverse side of your statement explains many of the terms used.

I hope that you find your Total Reward Statement useful. If you have any questions or if you wish to discuss any of your benefits, please contact James Thomson by phone on 01733 391 377 or by e-mail at jthomson@sampleltd.com.

Yours sincerely



James Thomson

My 2011 Total Reward Statement: Tom Smith

(Employee ID 00001)

About your statement:

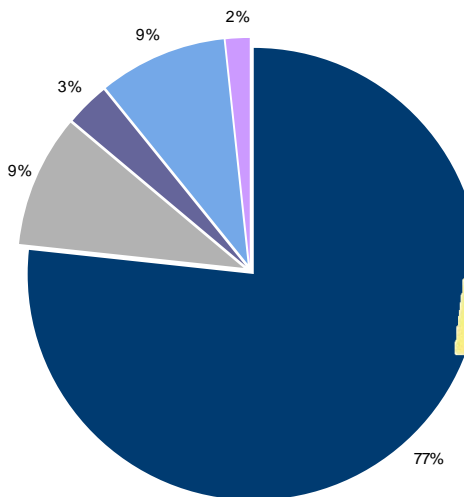
This statement illustrates the value of your total reward package with **Sample Org**. The information is based on your benefits for last year and your salary as at DD/MM/YY. If you have any queries relating to this statement, please contact Human Resources.

Your Total Reward Package:

Here is a summary of your Total Reward Package for the year DD/MM/YY to DD/MM/YY. It shows the financial value of the benefits and allowances **Sample Org** provide to you.

Your Basic Salary	£34,600.00
Your Bonus Plan	£2,850.00
Your Benefits	£5,406.00
Your Pension Contribution	£1,557.00
Additional Benefits	£1000.00

Your Total Reward Package **£44,413.00**



Here you can show a summary of the Total Reward package for each staff member.

Your Total Reward Package in Detail:

The following section provides further details of the benefits that, in addition to your basic salary, make up your **Total Reward Package**.

Your Pay:

Start Date:	[DD/MM/YYYY]
Basic Annual Salary Based On (No) hours:	£[FIGURE]
Bonus Earnings:	£[FIGURE]
Long Term Incentive Plan:	£[FIGURE]

Benefits:

Benefit	Provider	Benefit Level	Company Contribution	My Contribution
Pension	Sample Org	£1,557.00	£1000,00	£557.00
Medical Insurance	Sample Org	£2000,00	£2000,00	£500
Life Insurance	Sample Org	£1,557.00	£1000,00	£557.00
Childcare Vouchers	Sample Org	£2000,00	£2000,00	£500
Give As You Earn	Sample Org	£2000,00	£2000,00	£500
Health Check Up	Sample Org	£2000,00	£2000,00	0
Gym Membership	Sample Org	£2000,00		
Holiday Entitlement	Sample Org	£2000,00		

The third page can be used to go into more detail, specifying specific benefits.

Glossary

Accidental Death and Dismemberment

In the event of accidental death or dismemberment, our insurance company will pay up to a maximum of two years salary, depending on the severity of the accident and the seriousness of the injury.

Basic Annual Salary

Actual basic annual salary (including shift allowance and holiday allowance) based as of and from DD/MM/YY.

Benefit Level

The level of coverage provided within the scheme.

Bonus Earnings

Actual bonus received for [year], which will be paid in [year].

Employee Saving Scheme

Tax free savings up to [figure] per month.

Health Check-up

Sample Org covers the cost for a health check up for each employee once every two years.

Holiday Entitlement

Your annual holiday entitlement, as of DD/MM/YY, excluding public holidays. The minimum statutory holiday requirement is 20 days.

Life Insurance

The premium paid by **Sample Org** to provide Life Insurance, otherwise known as Death in Service benefit. This provides financial comfort to your spouse/partner and/or dependants in the event of your death while employed with us.

My Contribution

The amount paid by you to receive the benefit.

My Total Pay

Sum of cash payments outlined on this statement.

My Total Reward Package

The total value of your reward package, including all pay, bonuses, and non-cash benefits.

Sample Org Contribution

The amount paid by **Sample Org** to provide the benefit to you.

Other Additional Earnings

May include any other cash earnings including the Referral Bonus and overtime payments.

Pension

The total contribution you paid into your pension during [year]. In addition, the pension contribution that **Sample Org** makes on your behalf.

Private Medical Insurance

The premium paid by you to receive private medical insurance, including dental and optical care.

NEW for [year] - **Sample Org** will pay up to 50% for a benefit of private medical insurance package (r

A glossary can be included on the back to clarify terms used throughout the Statement.