Dear [EMPLOYEE NAME],

Here at Home Builders, we believe that our employees are our most valuable resource, and we

care about the individual well-being of every member of our team. Because of this, we are dedicated to providing our employees with outstanding benefit packages, including competitive salaries and high quality health insurance plans.

In this packet you will find information about the total value of the overall compensation you received in the previous year, including the value of the benefit plans provided by Home Builders. It is our hope that, by sharing this information with you, it will provide you and your family with an added sense of security.

Please carefully review this information and share it with your family and covered dependents. If there is a specific benefit that you would like to discuss in detail, please do not hesitate to contact Human Resources.

We appreciate your continuous contributions to the success of Home Builders.

Sincerely,

[SIGNER NAME]

[SIGNER TITLE]