

Sample Statement of Benefits

John Doe
International Research Associate

Dear John:

At ABC Manufacturing Company we are very proud of the benefit package that we provide to employees. The following summary outlines, in detail, benefits paid for by ABC Manufacturing Company on your behalf in 2002. I hope this information is both helpful and informative. If you have any questions regarding this statement, please feel free to contact Human Resources.

Sincerely,

Human Resources

Salary	\$	37,500.00	70.8%
Social Security Tax	\$	2,903.00	5.5%
Health & Dental Insurance Premium	\$	2,394.32	4.5%
Profit Sharing Plan	\$	2,250.00	4.2%
15 PTO Days	\$	2,164.00	4.1%
Office Refreshments	\$	1,254.21	2.4%
8 Paid Holidays	\$	1,154.00	2.2%
Bonuses	\$	1,000.00	1.9%
Employee Development	\$	800.00	1.5%
Medicare Tax	\$	679.00	1.3%
LTD/STD/Life Insurance Premium	\$	538.68	1.0%
401(k) Employer Matching	\$	325.00	0.6%
Total Benefit Cost	\$	52,962.21	100%

