

Attached below is a request for a starting salary above base for our {Insert title and position number}. Please let me know if you have any questions or concerns.

Candidate name: xxxx

Title: xxxx

Dept: xxxxx

Position #: xxxx

Non Exempt Pay Grade: xxx

Hiring Range: \$xxxx - \$xxxx

Requesting: up to \$xxxx

Minimum qualifications/specifications for the non-exempt title:

xxxxxx

Justification...

xxxxxxx

xxxxxxx

We interviewed x of the x candidates that were included on the list of eligibles. xxx candidates declined our offer for an interview.

Attach application to the email.