

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Dear [Employee Name],

This letter serves as a formal agreement regarding the transition of your compensation structure. As discussed, your compensation plan will change to align with the company's updated strategic goals.

1. Current Compensation Structure:

[Describe current base salary, commission, or bonus structure]

2. New Compensation Structure:

[Describe new base salary, commission, or bonus structure]

3. Effective Date:

This change will take effect on [Insert Effective Date]. Any earnings prior to this date will be calculated under the previous plan.

4. Terms and Conditions:

All other terms and conditions of your employment contract remain unchanged. This agreement supersedes any prior verbal or written agreements regarding your compensation.

Please review this document. If you agree to the terms outlined above, please sign and return this letter by [Insert Deadline Date].

Acknowledgment and Acceptance:

I, [Employee Name], accept the new compensation plan as described in this letter.

Employee Signature

Date

Company Representative Signature

Date