

Dear [Employee Name],

We are writing to formally introduce a new commission structure for the [Department Name] team, effective [Effective Date].

The primary objective of this update is to better align our compensation plan with current business goals and to provide a more transparent framework for rewarding high performance. This new model has been designed to incentivize [Specific Goal, e.g., new client acquisition/long-term retention] and increase your overall earning potential.

Key Changes Include:

- **Base Rate:** [Description of change or "No change"]
- **Commission Percentage:** [Description of new rates]
- **Thresholds/Tiers:** [Description of new performance tiers]
- **Payout Schedule:** [Frequency of payments]

Attached to this letter, you will find a detailed document outlining the specific terms, calculations, and examples of how the new structure will apply to your role. Please review these materials carefully.

We will be holding a brief meeting on [Date] at [Time] to answer any questions you may have regarding these changes. In the meantime, feel free to reach out to [Name/Department] for clarification.

Thank you for your continued hard work and dedication to the company's success.

Best regards,

[Your Name]
[Your Title]
[Company Name]