

Date: [Insert Date]

To: [Employee Name]

Job Title: [Employee Job Title]

Subject: Notice of Sales Compensation Plan Restructuring

Dear [Employee Name],

This letter serves as formal notification regarding changes to your sales compensation structure. As [Company Name] continues to evolve, we have reviewed our current incentive programs to ensure they remain competitive and aligned with our strategic business objectives for the upcoming [Fiscal Year/Quarter].

Effective as of [Effective Date], your compensation will be structured as follows:

- **Base Salary:** \$[Amount] per [Year/Month]
- **Commission Rate/Structure:** [Insert brief description, e.g., X% of gross sales]
- **Quota/Target:** [Insert target amount]
- **On-Target Earnings (OTE):** \$[Amount]
- **Bonus/Accelerators:** [Insert details or "N/A"]

The primary changes from your previous plan include:

- [Change 1: e.g., Adjusted commission percentages]
- [Change 2: e.g., Updated quarterly quotas]
- [Change 3: e.g., New bonus threshold]

Please find the full Sales Commission Agreement attached to this letter, which provides a detailed breakdown of the terms, payment schedules, and performance metrics. We ask that you review the document carefully.

Your manager and the Human Resources department are available to discuss these changes and answer any questions you may have regarding the new structure.

Please sign and return the attached copy of the full agreement by [Deadline Date] to acknowledge your receipt and understanding of the new plan.

Thank you for your continued hard work and contributions to the team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received notice of the changes to my sales compensation plan and have received the full documentation outlining the new terms.

Signature: _____ Date: _____