

[Company Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Date]

[Employee Name]  
[Employee ID]  
[Department]

**Subject: Notice of Earnings and Commission Structure Revision**

Dear [Employee Name],

This letter serves as formal notification regarding a restructure of your compensation package. Effective [Start Date], your earnings and commission structure will be updated as follows:

**1. Base Salary:** Your new annual base salary will be \$[Amount], payable in [Monthly/Bi-weekly] installments.

**2. New Commission Structure:**

The previous commission model of [Old Rate/Model] will be replaced with the following: [Detail new percentage, tier, or quota-based system here.]

**3. Performance Incentives:** [Optional: Detail any additional bonuses or accelerators here].

**4. Terms of Transition:** Any sales closed or invoiced prior to [Date] will be honored under the previous commission structure. All activities following this date will fall under the new structure outlined above.

All other terms and conditions of your employment contract remain unchanged. Please review the attached document for a detailed breakdown of the new policy.

Please sign and return a copy of this letter by [Deadline Date] to acknowledge your receipt and understanding of these changes.

Sincerely,

[Manager Name]  
[Title]  
[Company Name]

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**Acknowledgment of Receipt:**

I, [Employee Name], acknowledge that I have received and understood the new earnings and commission structure effective [Start Date].

Signature: \_\_\_\_\_ Date: \_\_\_\_\_