

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Position:** [Job Title]

**Subject: Amendment to Total Compensation Structure**

Dear [Employee Name],

This letter serves as formal notification of an amendment to your total compensation structure with [Company Name], effective as of [Effective Date].

Your revised compensation package is outlined as follows:

- **Annual Base Salary:** \$[Amount]
- **Variable Incentive/Bonus:** [Percentage or Amount] based on [Performance Criteria]
- **Allowances:** [List any Housing, Transport, or Communication allowances]
- **Benefits:** [Mention any changes to Health, Retirement, or Equity plans]

All other terms and conditions of your original employment agreement dated [Original Contract Date] remain in full force and effect. This amendment shall be read and construed as part of your existing employment contract.

Please review these changes and sign below to indicate your acceptance of this amendment. Should you have any questions, please contact the Human Resources department.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

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**Acknowledgment and Acceptance:**

I, [Employee Name], hereby accept the changes to my compensation structure as detailed in this letter.

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

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