

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Transition to New Commission Plan**

Dear [Employee Name],

This letter serves as formal notification regarding a change to your compensation structure. Effective [Effective Date], [Company Name] will transition you from your current commission structure to the new [Name of New Plan] Plan.

**Summary of Key Changes:**

- **Current Plan:** [Brief description of old rate/structure]
- **New Plan:** [Brief description of new rate/structure]
- **Payout Schedule:** [Monthly/Quarterly/As earned]
- **Performance Thresholds:** [Mention quotas or targets if applicable]

The goal of this transition is to better align our incentives with current business objectives and to provide a more competitive earning potential based on [specific metric, e.g., revenue growth/client retention].

Any commissions earned under the previous plan up until [Effective Date] will be calculated and paid out according to the terms of the prior agreement on [Final Old Plan Payout Date].

Please find the full details of the new commission plan attached to this letter. We ask that you review the document, sign the acknowledgment, and return it to [Department/Name] by [Deadline Date].

If you have any questions regarding how these changes impact you, please contact [Manager Name] or the HR Department.

Sincerely,

[Signature]

[Sender Name]

[Title]

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**Employee Acknowledgment:**

I acknowledge that I have received and reviewed the new Commission Plan and understand that it supersedes all previous commission agreements.

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