

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Job Title]

Subject: Amendment to Compensation Structure

Dear [Employee Name],

This letter serves to formally document the changes to your compensation structure, effective as of [Effective Date].

Following our recent discussion, your base salary and commission rates will be adjusted as follows:

- **Base Salary:** Your annual base salary will be adjusted from \$[Old Salary] to \$[New Salary].
- **Commission Rate:** Your commission rate will increase from [Old Percentage]% to [New Percentage]% on [Specific Sales/Revenue Metric].

All other terms and conditions of your employment contract remain unchanged. The goal of this adjustment is to provide a greater incentive for performance while maintaining a stable base for your role.

Please review these changes and sign below to indicate your acceptance of the new terms. If you have any questions, please contact [Department/Contact Person].

Sincerely,

[Sender Name]
[Sender Title]

Employee Acceptance:

I accept the changes to my compensation as outlined above.

Signature: _____ Date: _____