

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Department:** [Insert Department]

**Subject: Acknowledgment of Compensation Restructuring**

Dear [Employee Name],

This letter serves as formal acknowledgment of the changes to your compensation structure, effective as of [Effective Date]. As discussed during our meeting on [Meeting Date], these adjustments are part of [Company Name]'s initiative to [Reason for Restructuring, e.g., align with market standards / implement a new commission model].

The details of your restructured compensation are as follows:

- **Previous Base Salary/Rate:** [Amount]
- **New Base Salary/Rate:** [Amount]
- **Variable Compensation/Bonus Structure:** [Details of changes, if applicable]
- **Other Allowances:** [Details of changes, if applicable]

Please note that all other terms and conditions of your employment contract remain unchanged. We appreciate your continued contributions and dedication to the team during this transition.

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

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**Employee Acknowledgment:**

I, [Employee Name], acknowledge that I have received, read, and understood the details regarding my compensation restructuring as outlined above.

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

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