

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

[Date]

[Executive Name]
[Executive Title]
[Personal Address]

Re: Amendment to Executive Target Bonus Plan

Dear [Executive Name],

This letter serves as a formal amendment to your employment agreement dated [Original Agreement Date] regarding your participation in the [Company Name] Executive Target Bonus Plan.

Effective as of [Effective Date], your target annual bonus opportunity will be adjusted as follows:

- **Current Target Bonus:** [Previous Percentage]% of Base Salary
- **New Target Bonus:** [New Percentage]% of Base Salary

The actual bonus payout remains subject to the achievement of specific performance goals, including [Company Performance Metrics] and [Individual Performance Metrics], as determined and approved by the Board of Directors or the Compensation Committee. All other terms and conditions of your employment agreement and the Bonus Plan shall remain in full force and effect.

Please acknowledge your receipt and acceptance of this amendment by signing and returning a copy of this letter to [Department Name/Contact Person] by [Deadline Date].

Sincerely,

[Name of Authorized Signatory]
[Title]
[Company Name]

Acknowledgment and Acceptance:

I, [Executive Name], hereby accept the amendment to my target bonus plan as outlined above.

Signature: _____ Date: _____