

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

[Date]

RE: Restructured Equity and Bonus Agreement

Dear [Employee Name],

We are pleased to provide you with this formal offer regarding the restructuring of your compensation package. This letter outlines the new terms of your equity participation and performance-based bonus incentives, effective as of [Effective Date].

1. Performance Bonus Restructuring

Your target annual bonus has been adjusted to [Percentage]% of your base salary, or a fixed amount of \$[Amount]. Payment of this bonus is contingent upon the following:

- **Company Performance:** [Briefly describe KPIs or targets].
- **Individual Performance:** [Briefly describe individual goals].

Bonuses will be evaluated and paid out on a [Quarterly/Annual] basis.

2. Restructured Equity Grant

Subject to approval by the Board of Directors, you will be granted [Number] of [Options/Restricted Stock Units/Shares]. This grant replaces any previous unvested equity agreements. The terms are as follows:

- **Vesting Schedule:** [e.g., 4 years with a 1-year cliff].
- **Strike Price:** \$[Amount] (if applicable).
- **Equity Plan:** This grant is subject to the terms and conditions of the [Year] Equity Incentive Plan.

3. Terms of Employment

Please note that this letter does not alter your status as an "at-will" employee. All other terms of your original employment agreement dated [Original Start Date] remain in full force and effect unless specifically modified herein.

To accept this restructured offer, please sign and return this letter by [Expiration Date].

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

I, [Employee Name], accept the restructured equity and bonus terms as outlined above.

Signature: _____ Date: _____