

## **ADDENDUM TO OFFER LETTER: REVISION OF COMMISSION STRUCTURE**

**Date:** [Insert Date]

**Employee Name:** [Insert Employee Name]

**Employee ID:** [Insert ID Number]

Dear [Employee Name],

This letter serves as a formal addendum to your original Offer Letter dated [Insert Original Offer Date]. The purpose of this addendum is to outline the revisions made to your commission structure, effective as of [Insert Effective Date].

### **1. Previous Commission Structure:**

[Insert brief description of old structure or "As per previous agreement"].

### **2. Revised Commission Structure:**

Effective [Insert Date], your commission will be calculated based on the following criteria:

- **Commission Rate:** [Insert Percentage or Dollar Amount]
- **Base Metric:** [Insert Sales Target, Revenue, or Profit Margin requirements]
- **Payment Schedule:** [Insert frequency, e.g., Monthly/Quarterly]

### **3. Terms and Conditions:**

All other terms and conditions of your employment as set forth in your original Offer Letter and Employee Handbook remain unchanged and in full force. The company reserves the right to modify or cancel this commission plan at its discretion with prior notice.

Please acknowledge your acceptance of this revised structure by signing and returning a copy of this addendum by [Insert Deadline Date].

Sincerely,

[Insert Manager/HR Name]

[Insert Job Title]

[Insert Company Name]

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### **Employee Acceptance:**

I, [Employee Name], accept the revised commission structure as detailed in this addendum.

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