

# Executive Compensation Policy Update

[Company Name]

[Date]

Dear [Executive/Board Member's Name],

We are writing to inform you of an important update to our Executive Compensation Policy. As part of our ongoing commitment to ensure our compensation practices remain competitive and aligned with our business objectives, we have conducted a comprehensive review of our current policies.

The key updates are as follows:

- **Base Salary Adjustments:** Effective [effective date], base salaries for executive positions will be adjusted in accordance with market data.
- **Bonus Structure Revisions:** Changes to the annual bonus structure to better align with company performance metrics.
- **Equity Compensation:** Modifications to our equity grant practices to enhance long-term retention and performance alignment.

We believe these changes will support our strategic objectives and attract, retain, and motivate top executive talent. Further details regarding the updates can be found in the attached document.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your continued dedication and leadership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]