

# Executive Compensation Review Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to propose a comprehensive review of the executive compensation structure within [Company Name]. As we strive to enhance our competitive positioning and ensure alignment with our organizational goals, a thorough assessment of our current compensation packages is essential.

The objectives of this review include:

- Benchmarking our compensation against industry standards.
- Evaluating the effectiveness of our current incentive programs.
- Identifying opportunities for improvement in attracting and retaining top talent.
- Ensuring alignment with our long-term business strategy and shareholder interests.

I propose that we conduct this review through a collaborative process involving key stakeholders, including HR, finance, and external compensation consultants. Our goal would be to complete the review by [Insert Deadline].

Please let me know a convenient time for us to discuss this proposal further. I look forward to your feedback and to working together on this strategic initiative.

Thank you for considering this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]