

# Executive Salary and Bonus Structure

Date: [Insert Date]

To: [Executive's Name]

Position: [Executive's Position]

Company Name: [Company's Name]

Address: [Company's Address]

Dear [Executive's Name],

We are pleased to present you with the details of your salary and bonus structure for the upcoming fiscal year. Your contributions to [Company's Name] have been invaluable, and we believe this structure reflects your importance to our continued success.

## 1. Base Salary

Your annual base salary will be [Insert Amount]. This amount will be paid on a [bi-weekly/monthly] basis.

## 2. Performance Bonus

You will be eligible for an annual performance bonus of up to [Insert Percentage]% of your base salary, based on the achievement of key performance indicators (KPIs) as outlined in your performance plan.

## 3. Additional Incentives

In addition to your salary and bonus, you may also be eligible for stock options and other incentives based on the company's performance.

Please feel free to reach out if you have any questions or require further clarification regarding your salary and bonus structure.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]