

# Proposal for Executive Compensation Review

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Company Name]

Address: [Company Address]

**Dear [Recipient Name],**

We appreciate the commitment and leadership you have demonstrated in your role at [Company Name]. As we continue to align our compensation strategy with our business objectives and market trends, we would like to propose a comprehensive review of our executive compensation structure.

## **Purpose of the Review**

The primary objectives of this review are as follows:

- Ensure competitive positioning in the market
- Attract and retain top executive talent
- Align executive compensation with long-term company performance

## **Proposed Steps**

To achieve our objectives, we propose the following steps:

1. Conduct a benchmark analysis against industry standards
2. Gather feedback from key stakeholders
3. Review current performance metrics and incentives
4. Draft recommendations for the compensation structure

## **Timeline**

We anticipate the review process to take approximately [insert duration], commencing from [insert start date] to [insert end date].

## **Next Steps**

We would like to schedule a meeting to discuss this proposal further and gather your input. Please let us know your availability in the coming weeks.

Thank you for considering this important initiative. We look forward to your insights and collaboration.

**Sincerely,**

[Your Name]

[Your Position]

[Company Name]

[Your Contact Information]