

Sales Commission Structure Adjustment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to inform you about an important change to our sales commission structure, effective [Insert Effective Date]. After careful consideration and analysis of our current sales performance and organizational goals, we have decided to adjust the commission structure to better align with our growth objectives and encourage continued excellence in sales performance.

The new commission structure is as follows:

- [Details of the new commission structure, e.g., percentage of sales, tiers, bonuses]
- [Additional details, if necessary]

We believe that these changes will not only motivate our sales team but also contribute to our overall success as a company. We are committed to supporting you through this transition and will provide any necessary training and resources.

If you have any questions or concerns regarding this adjustment, please do not hesitate to reach out to us directly.

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]