

# Sales Commission Evaluation Notification

Dear [Employee Name],

We are pleased to inform you that your sales commission evaluation has been completed for the period of [start date] to [end date].

Your total sales for this period amount to [total sales amount], which qualifies you for a commission of [commission percentage]%.

Based on this evaluation, your total commission payment will be [total commission amount], which will be processed in the upcoming payroll cycle.

Thank you for your hard work and dedication. We appreciate your contributions to our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]