

Subject: Important Update: Sales Commission Structure Realignment

Dear [Team/Employee Name],

We hope this message finds you well. As part of our ongoing effort to align our sales commission structure with our business goals and market conditions, we are implementing a realignment of the sales commission program effective [Effective Date].

The new structure aims to enhance motivation and reward our team's performance more effectively. Key changes include:

- Adjustments to commission rates based on [specific criteria]
- Introduction of new performance tiers
- Modification of the sales territory assignments
- Additional bonuses for exceeding quarterly targets

We believe these changes will help streamline our sales efforts and drive greater success as a team. We encourage you to review the attached document for detailed information regarding the new commission plan and revenue targets.

If you have any questions or concerns, please do not hesitate to reach out to your manager or the HR department. We are here to support you through this transition.

Thank you for your continued hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]