

# Sales Commission Recalibration Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding your sales commission structure.

Effective [Insert Effective Date], we will be recalibrating your sales commission to better align with our current business objectives and market conditions. This adjustment is intended to motivate higher performance and to ensure fairness across our sales team.

The new commission structure will be as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

We believe these changes will provide you with more opportunities for success. Should you have any questions or require further clarification, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your continued hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]