

Sales Commission Update

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding your sales commission structure that will take effect starting [Effective Date].

As part of our ongoing efforts to enhance our sales incentive program, we have made some changes to the commission percentages and tiers based on your sales performance and account contributions. Below are the key highlights of your new commission structure:

- Commission Rate: [Insert New Rate]
- New Sales Tiers: [Insert Details of Tiers]
- Additional Bonuses: [Insert Details if Applicable]

We believe that these adjustments will not only reward your hard work but also motivate you to achieve even greater success in your role. Should you have any questions or require further clarification regarding this update, please do not hesitate to reach out to [Contact Person's Name] at [Contact Information].

Thank you for your continued dedication and contributions to our team. We look forward to seeing your continued success!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]