

Letter of Changes to Executive Bonus Structure

Date: [Insert Date]

To: [Executive Name]
[Executive Title]
[Company Name]
[Company Address]

Dear [Executive Name],

We hope this message finds you well. We are writing to inform you of important changes to the executive bonus structure that will take effect on [effective date].

After careful consideration and in alignment with our strategic goals, the following adjustments will be made:

- **Bonus Eligibility:** Eligibility criteria will be updated to include [new criteria].
- **Performance Metrics:** The performance metrics used for calculating bonuses will now include [new metrics].
- **Bonus Payouts:** The bonus payout structure will be revised to [brief description of new payout structure].

These changes are designed to align our executive compensation package with organizational performance and shareholder expectations. We believe these updates will contribute to fostering a high-performance culture within our leadership team.

If you have any questions or would like to discuss these changes in further detail, please do not hesitate to reach out.

Thank you for your continued dedication and leadership.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]