

Executive Compensation Package Review

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that an extensive review of your executive compensation package is currently underway. This review aims to ensure that your compensation remains competitive within the market and aligns with the company's performance and strategic objectives.

During this process, we will assess various components of your package, including base salary, bonuses, stock options, and other benefits. Our goal is to provide you with a comprehensive and equitable compensation structure.

We anticipate completing the review by [Insert Completion Date], and we will keep you updated on our progress. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your continued dedication and leadership at [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]