

Notice of Changes to Executive Remuneration Structure

Date: [Insert Date]

Dear [Executive's Name],

We would like to inform you of some important changes to the executive remuneration structure that will take effect from [Effective Date]. These changes have been made to align our compensation practices with industry standards and to better reflect the contributions of our leadership team.

Summary of Changes:

- **Base Salary:** Your base salary will be adjusted from [Old Salary] to [New Salary].
- **Bonus Structure:** The annual performance bonus will be revised to [New Bonus Structure Details].
- **Long-term Incentives:** Changes to stock options and long-term incentives are as follows: [Details].
- **Benefits Package:** Updates to the benefits package include [Details].

We believe these adjustments will enhance our competitiveness and reward our executives who drive the company's success.

If you have any questions or would like to discuss this further, please feel free to reach out to [Contact Person's Name] at [Contact Email or Phone Number].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]