

Letter of Modification to Executive Incentive Programs

Date: [Insert Date]

To: [Insert Executive's Name]

Title: [Insert Executive's Title]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Insert Executive's Name],

We are writing to inform you about important modifications to the company's Executive Incentive Programs, effective [Insert Effective Date]. After careful consideration and evaluation of our current incentive structures, we believe these adjustments will enhance our competitiveness and align more closely with our strategic goals.

Changes to the Incentive Programs:

- **Adjustment 1:** [Describe the first modification]
- **Adjustment 2:** [Describe the second modification]
- **Adjustment 3:** [Describe the third modification]

We believe that these changes will provide a more robust framework to drive our business objectives and reward outstanding performance. Should you have any questions or require further clarification regarding these modifications, please do not hesitate to reach out.

Thank you for your continued dedication to [Insert Company Name]. We look forward to your continued success as part of our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]