

# Commission Payout Resolution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to inform you that the commission payout for the period of [Insert Period] has been finalized. The approved payout amount is [Insert Amount].

This resolution has been reached after reviewing all relevant sales activities and performance metrics related to [Insert Details]. The payout will be processed and disbursed by [Insert Payment Date].

If you have any questions or require further information regarding this resolution, please do not hesitate to contact us.

Thank you for your continued dedication and hard work.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]