

Performance-Based Contract Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]

Dear [Recipient's Name],

We are writing to inform you of the performance-based adjustments to your contract, as per the provisions outlined in our agreement dated [Insert Contract Date]. After a thorough review of the performance metrics and criteria agreed upon, we have assessed the results and would like to propose the following adjustments:

Adjustment Summary

- **Performance Metric:** [Insert Metric Name] - [Insert Result]
- **Adjustment Type:** [e.g., Increase/Decrease in Compensation]
- **New Compensation Amount:** [Insert Amount]

These adjustments are reflective of the [Insert Reason for Adjustment, e.g., outstanding performance, achievement of goals, etc.]. We believe this modification will ensure continued excellence and motivate our partnership moving forward.

If you have any questions or would like to discuss this matter further, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your continued commitment and effort in achieving our mutual goals.

Sincerely,

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