

# Commission Scheme Announcement Letter

[Your Company's Letterhead]

[Date: August 8, 2023]

Dear [Employee's Name],

Subject: New Commission Scheme Announcement

We hope this letter finds you in good health and high spirits. We are writing to inform you about an exciting development in our commission structure that we believe will greatly benefit both you and the company. As part of our ongoing efforts to recognize and reward exceptional performance, we are introducing a new commission scheme, effective [Date of Implementation].

Key Highlights of the New Commission Scheme:

- \*\*Tiered Structure:\*\*** The new commission scheme will feature a tiered structure, allowing you to earn higher commissions as you achieve specific performance milestones. This structure has been designed to provide you with increased earning potential and motivation to excel.
- \*\*Increased Base Commission:\*\*** We are pleased to announce that the base commission rates across all tiers have been increased to ensure that your efforts are adequately compensated. Your hard work and dedication are integral to our success, and we want to recognize and reward your contributions accordingly.
- \*\*Performance-Based Bonuses:\*\*** In addition to the tiered structure, we are introducing performance-based bonuses for consistently outstanding achievements. These bonuses will be awarded to individuals who consistently surpass their targets and demonstrate exceptional commitment to their roles.
- \*\*Transparent Metrics:\*\*** To ensure transparency and clarity, the metrics for determining commission and bonus eligibility will be clearly communicated to you. Regular performance reviews and discussions will be held to provide feedback on your progress and help you track your accomplishments.
- \*\*Training and Support:\*\*** We understand that the new commission scheme may bring about

questions or require a deeper understanding. To address this, our HR and management teams will be conducting informative sessions and providing necessary support to help you navigate the new structure seamlessly.

We firmly believe that this new commission scheme will not only recognize your outstanding contributions but also encourage healthy competition, foster teamwork, and drive overall company growth. Your success is our success, and we are committed to ensuring that this scheme benefits all parties involved.

Please feel free to reach out to our HR department or your immediate supervisor if you have any questions or require further clarification regarding the new commission scheme.

Thank you for your continued dedication and hard work. We look forward to achieving new heights together.

Warm regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]