

# Formal Commission Scheme Announcement Letter

Subject: Announcement of New Commission Scheme

Dear Team,

We are pleased to announce the launch of our new commission scheme, effective from [start date]. This program has been carefully designed to reward your contributions and align performance with organizational growth.

Under the new scheme, commission will be based on [criteria such as sales volume, client acquisition, or revenue targets]. Detailed guidelines, eligibility conditions, and calculation methods are attached for your review.

Our intention is to ensure fairness, transparency, and motivation across the team. We believe this scheme will recognize your hard work while also driving our collective success.

Should you have any questions or require clarification, please reach out to the HR department or your direct manager.

Thank you for your dedication and continued efforts.

Best regards,

[Manager's Name]

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