

Preliminary Commission Scheme Announcement Letter

Subject: Preview of Upcoming Commission Scheme

Dear Colleagues,

We are currently finalizing details for a new commission scheme, which we plan to launch on [tentative date]. This communication serves as a preliminary announcement so that you are aware of the upcoming changes.

The new scheme will introduce revised earning opportunities tied to [specific performance indicators]. Our objective is to create a structure that rewards consistent performance while remaining transparent and simple to understand.

Final details will be shared in an official communication soon. In the meantime, please review your current performance metrics to prepare for the transition.

Thank you for your patience and commitment during this development phase.

Regards,

[Your Name]

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