

Official Commission Scheme Announcement Letter

Subject: Implementation of Updated Commission Policy

Dear Employees,

This letter serves as an official notice regarding the implementation of the new commission scheme, effective [date]. The scheme has been approved by senior management and is in line with our strategic objectives.

Commission eligibility, calculation methodology, and payout schedules have been revised to ensure compliance with regulatory requirements and to promote fairness within the workforce. Full documentation has been uploaded to the company portal for reference.

All managers are instructed to brief their teams on the changes and address any queries raised. This policy supersedes all previous commission-related communications.

Please regard this letter as a formal directive.

Yours sincerely,

[Authorized Signatory]

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