

# Serious Commission Scheme Announcement Letter

Subject: Commission Scheme Revision – Mandatory Review Required

Dear Employees,

This letter informs you of important changes to our commission structure, effective [date]. These changes were necessary to ensure sustainability, fairness, and alignment with the company's financial framework.

Please carefully review the attached policy document, which outlines new eligibility criteria, payout cycles, and calculation methods. Your acknowledgment of this communication will be required within [number of days].

We expect every employee impacted by this change to familiarize themselves fully with the policy. Non-compliance or misunderstanding will not be considered valid grounds for dispute.

Regards,

[Your Name]

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