

[Date]

[Recipient Name]
[Recipient Title]
[Institution Name]
[Address Line 1]
[Address Line 2]

RE: Notice of Examination Deficiencies - Employee Compensation Practices

Dear [Recipient Name],

This letter serves as formal notification regarding the findings of the recent examination of [Institution Name]'s compensation practices conducted on [Date].

During the review, the following deficiencies were identified:

- **Deficiency 1:** [Detailed description of the specific practice or policy that fails to meet regulatory standards].
- **Deficiency 2:** [Detailed description of gaps in oversight, risk alignment, or documentation].
- **Deficiency 3:** [Detailed description of any identified conflicts of interest or lack of internal controls].

These findings indicate that current practices may not align with [Reference specific Regulation or Act]. Failure to address these deficiencies may result in increased operational risk and further regulatory action.

The Institution is required to submit a written Remediation Plan by [Due Date]. This plan must include:

1. Specific actions to be taken to correct each identified deficiency.
2. Timelines for implementation.
3. The designated officer responsible for overseeing the corrective measures.

We are available to discuss these findings should you require further clarification.

Sincerely,

[Your Name]
[Your Title]
[Regulatory Agency/Department Name]