

[Company Letterhead]

[Date]

[Name of Recipient/Executive]

[Title]

[Company Name]

**Subject: Notification of Executive Remuneration Structure Approval**

Dear [Name],

This letter is to formally notify you that the Board of Directors and the Remuneration Committee have approved the revised executive remuneration structure for the upcoming fiscal year, effective [Date].

The approved structure is designed to align executive compensation with the long-term strategic goals of [Company Name] and is broken down as follows:

- **Base Salary:** \$[Amount] per annum.
- **Short-Term Incentive (STI):** Up to [Percentage]% of base salary, contingent upon meeting specific annual performance KPIs.
- **Long-Term Incentive (LTI):** [Details of equity, stock options, or performance shares], vesting over a [Number]-year period.
- **Benefits and Perquisites:** Including [List key benefits, e.g., health insurance, car allowance, etc.].

The full details of the performance metrics and the terms and conditions associated with this package are attached to this letter. Please review the documentation carefully.

To indicate your formal acceptance of this remuneration structure, please sign and return the enclosed copy of this letter by [Deadline Date].

We look forward to your continued leadership and contribution to the success of the company.

Sincerely,

[Signature]

[Name of Board Chair/Compensation Committee Chair]

[Title]

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**Acknowledgement and Acceptance:**

I, [Executive Name], accept the remuneration structure as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_