

Subject: Approval of Short-Term Recruitment Commission Reduction

Dear [Recipient Name],

This letter serves as formal notification that your request for a short-term reduction in recruitment commissions under your current contract dated [Contract Date] has been approved.

As per our recent discussion, the commission rate for [Department/Role/Project] will be adjusted from [Original Rate]% to [New Rate]%.

Terms of Adjustment:

- **Effective Date:** [Start Date]
- **End Date:** [End Date]
- **Scope:** [Specify applicable placements or regions]

Please note that all other terms and conditions outlined in your original agreement remain in full force and effect. On [End Date], the commission structure will automatically revert to the original rates specified in your contract unless a further written agreement is reached.

Please acknowledge your receipt and acceptance of these temporary terms by signing below and returning a copy of this letter.

Best regards,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment:

[Recipient Name]
Date: _____