

**\*\*[Your Company Letterhead]\*\***

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

**\*\*Subject: Commission Payment Letter\*\***

I hope this message finds you well.

We would like to inform you about the details of your commission payment for the period of [start date] to [end date]. Below are the specifics:

- **\*\*Total Sales Generated\*\***: \$[amount]

- **\*\*Commission Rate\*\***: [percentage]%

- **\*\*Total Commission Earned\*\***: \$[amount]

Your commission payment will be processed on [payment date] and will be included in your next paycheck. Please ensure that all sales records are up to date to facilitate the processing of your commission.

Should you have any questions regarding this payment, feel free to reach out to [contact person/department] at [contact information].

Thank you for your hard work and dedication.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]