**APPOINTMENT FOR COMMISSION AGENT TEMPLATE**

**Subject: Letter of Appointment for Commission Agent**

Dear **[Mention the full name of the recipient],**

I, on behalf of my company/organization **[mention the name of the company/ organization],** would like to inform you that we are glad to appoint you for the position of Commission Agent. As discussed during the interview initially you will be on a probation period. After completing the probation stage, an evaluation of your performance will be made. Based on the evaluation **[mention the name of the company/organization]** will decide on the length of the contract with you.

Your commission will be the same as discussed previously. Your commission for each successful transaction will be **[mention the amount]**. However, you will be given medical and conveyance allowances.  As a Commission Agent, you will be responsible for selling the services/products of **[mention the name of the company/ organization]**   to the prospective clients. You will act as a representative of our company/organization. On each successful completion, you will get your pay which will be given to you on a monthly/fortnight/weekly basis.

You are required to resume your duties from **[mention the date of joining]**. On your joining, you will be provided with free training regarding the product/service in detail.  You will be given a weekly/monthly target which you will need to achieve. All these details will be provided to you on your joining. If you have any queries regarding this job offer you are requested to get in touch with the Human resources Department for the answers.

**[Mention the name of the company/ organization]** welcomes you onboard and we hope to grow and prosper together.

Best wishes.