**COMMISSION AGENT APPOINTMENT LETTER TEMPLATE**

**Subject: Appointment Letter for Commission Agent**

Dear **[Applicant],**

This is in reference to your application received for the post of Commission Based Agent with our company **[Company name].** We would like to inform you that our management has chosen you as the Commission Based Agent for **[name of region]** region.

Your date of appointment for this profile is **[20st August 20XX].** The duration of this appointment will be for an initial period of 1 year and based on your performance, further increment in time will be decided and intimated to you later.

As discussed during the interview, your part of the work would be to get buyers for our products from the **[name of region]** zone. You will be the sole agent of the company in this zone and the responsibility and authority of generating orders on cash or on credit would be completely carried ahead by you and your responsibility.

Adding on if you are selling the goods on credit then again it will be your responsibility to collect the payments from buyers within the allocated time. Once you confirm this appointment letter, you will be required to sign the commission contract with the company which will soon be shared with you.

In case of any doubts or queries, you may get in touch with us at **[phone number]** or you may write to me at **[email address].**

Yours faithfully  
 **(Signature)**