**SALES AGENT APPOINTMENT LETTER**

Date

Name

Address

City, State, Zip

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is my pleasure to extend the following offer of employment to you on behalf of **(Company** **Name).** This offer is contingent upon your passing our mandatory drug screen, our receipt of your college transcripts, and any other contingencies you may wish to state.

**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reporting Relationship:** The position will report to **(Name and Title):** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Description** is attached.

**Base Salary:** Will be paid in bi-weekly instalments of $\_\_\_\_\_\_\_\_\_, which is equivalent to $\_\_\_\_\_\_\_ on an annual basis, and subject to deductions for taxes and other withholdings as required by law or the policies of the company.

**Commission Structure:** Define the commission potential of the sales job. Often, the commission schedule is attached. Many organizations guarantee the commission structure for a year. Others retain the right to change the commission structure with the changing needs of the business.

**Draw Against Commission:** Often, and especially with a product or market that has a lengthy selling cycle, the sales representative is enabled to draw or obtain additional salary, for a specified period of time, that will be subtracted from future [commissions](https://www.thebalance.com/what-is-a-sales-commission-1917856).

**Bonus (or Commission) Potential**: Effective upon satisfactory completion of the first 90 days of employment, and based upon the goals and objectives agreed to in the [performance development](https://www.thebalance.com/performance-management-1918226) planning process with your manager, you may be eligible for a bonus. The bonus plan for this year and beyond, should such a plan exist, will be based on the formula determined by the company for that year. Additionally, any sales team [incentives](https://www.thebalance.com/what-are-incentives-at-work-1917994) or bonus for teamwork or shared territory or overall sales should be enumerated here as generally available.

**Non-Compete Agreement:** Our standard non-compete agreement must be signed prior to start.

**Benefits:** The current, standard company health, life, disability and [dental insurance coverage](https://www.thebalance.com/choices-in-dental-insurance-plans-2645592) are generally supplied per company policy. Eligibility for other benefits, including the 401(k) and [tuition reimbursement](https://www.thebalance.com/tuition-assistance-1918278), will generally take place per company policy. Employee contribution to payment for benefit plans is determined annually.

**Vacation and Personal Emergency Time Off:** Vacation is accrued at x.xx hours per pay period, which is equivalent to two weeks on an annual basis. Personal emergency days are generally accrued per company policy.

**Relocation Expenses:** Spell out any moving or other transition expenses the company will pay.

**Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Car/Phone/Travel Expenses:** Normal and reasonable expenses will be reimbursed monthly per company policy.

Your employment with **(Company Name)** is at-will and either party can terminate the relationship at any time with or without cause and with or without notice.

You acknowledge that this offer letter, **(along with the final form of any referenced documents such as the job description)**, represents the entire agreement between you and **(Company Name)** and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon **(Company Name).**

*If you are in agreement with the above outline, please sign below. This offer is in effect for five business days.*

**Signatures:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Candidate's Name)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**

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**(For the Company: Manager's Name)**

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**Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Human Resources**

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