

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the position of Sales Associate at [Company Name]. We were impressed with your experience and believe you will be a valuable asset to our sales team.

Position: Sales Associate

Commencement Date: [Start Date]

Reporting To: [Manager Name/Title]

Compensation Structure:

This is a commission-only position. You will not receive a base salary. Your compensation will be calculated as follows:

- [Percentage]% commission on the gross profit of every completed sale.
- Commission payments will be processed on the [Date] of each month for sales finalized in the previous month.
- [Optional: Mention any draws or bonuses if applicable].

Status:

You will be classified as [An Independent Contractor / A Commissioned Employee]. You are responsible for [mention specific responsibilities like lead generation, travel, etc.].

Terms of Engagement:

This placement is at-will, meaning either party may terminate the relationship at any time, with or without cause, subject to the notice period of [Number] days.

Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date].

Sincerely,

[Signature]
[Name of Sender]
[Title]

Acceptance:

I, [Candidate Name], accept the terms of the commission-based placement as outlined above.

Signature: _____ Date: _____