

[Date]

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

Subject: Offer of Commission-Based Sales Placement

Dear [Candidate Name],

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

1. Position and Duties

In this role, your primary responsibility will be [brief description of sales duties, e.g., identifying leads and closing sales for our software products]. You will report directly to [Manager Name/Title].

2. Compensation Structure

This is a 100% commission-based placement. You will not receive a base salary or hourly wage. Your compensation will be calculated as follows:
[Percentage]% commission on the net revenue of every successful sale closed and paid in full.

3. Payment Schedule

Commissions will be calculated on a [Monthly/Bi-weekly] basis and paid on the [Number] day of the following month, provided the company has received cleared funds from the client.

4. Expenses

[Select one: The company will reimburse pre-approved business expenses OR You will be responsible for all personal expenses incurred during your sales activities.]

5. Employment Status

[Select one: You will be an At-Will Employee OR You will be engaged as an Independent Contractor]. This offer does not constitute a contract for a guaranteed period of time.

6. Confidentiality

By accepting this offer, you agree to keep all company trade secrets, client lists, and pricing structures strictly confidential.

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

Sincerely,

[Name of Sender]
[Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the offer of [Job Title] under the commission-based terms outlined above.

Signature: _____ Date: _____