

[Date]

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

Dear [Candidate Name],

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

Position: Sales Representative
Reporting to: [Manager Name/Title]
Start Date: [Start Date]

Compensation Structure:

- **Base Salary:** \$[Amount] per [Year/Month].
- **Commission:** You will earn a commission of [Percentage]% on all net sales generated by you.
- **Payment Schedule:** Commissions are calculated [Monthly/Quarterly] and paid on the [Date] of the following month.

Benefits:

As a full-time employee, you will be eligible for [List benefits such as Health Insurance, 401k, Paid Time Off], subject to the terms of the company policy.

Terms of Employment:

Employment with [Company Name] is "at-will," meaning either you or the company may terminate the employment relationship at any time, with or without cause or notice.

To accept this offer, please sign and return this letter by [Expiration Date].

Sincerely,

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

Acceptance:

I, [Candidate Name], accept the offer of Sales Representative under the terms outlined above.

Signature: _____ Date: _____