

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

[Date]

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

Subject: Offer of Placement for Commission-Only Sales Representative

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We were impressed with your skills and experience, and we 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 full commission-only position. You will not receive a base salary or hourly wage. Your compensation will be calculated as follows:

- Commission Rate: [Percentage]% of [Net/Gross] sales generated.
- Payment Schedule: Commissions will be paid on a [Weekly/Bi-weekly/Monthly] basis following the receipt of payment from the client.

3. Employment Status

Your employment with [Company Name] is "at-will." This means that either you or the Company may terminate the employment relationship at any time, with or without cause, and with or without notice.

4. Expenses

[Specify if expenses are covered, e.g., "The Company will reimburse you for pre-approved travel expenses" OR "You will be responsible for all personal expenses incurred during the sales process"].

5. Confidentiality

As a condition of your placement, you will be required to sign our standard Non-Disclosure and Confidentiality Agreement regarding company data and client lists.

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

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Candidate Name], accept the offer of placement as [Job Title] under the commission-only terms described above.

Signature: _____ Date: _____