

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

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

RE: Notice of Placement / Engagement as Independent Sales Contractor

Dear [Contractor Name],

We are pleased to confirm your placement as an Independent Sales Contractor with [Company Name], effective [Start Date].

Scope of Services:

You are engaged to promote and facilitate the sale of [Products/Services] within the assigned territory of [Territory Name/Description].

Compensation:

Your compensation will be strictly commission-based, calculated at a rate of [Percentage]% of the net sales generated through your direct efforts. Payments will be disbursed on a [Weekly/Monthly] basis following the receipt of payment from the client.

Independent Contractor Relationship:

It is understood that you are an independent contractor and not an employee of [Company Name]. You shall be responsible for your own taxes, insurance, and business expenses. You maintain the right to control the manner and means by which you perform these sales services.

Term and Termination:

This engagement is for an indefinite period. Either party may terminate this arrangement at any time by providing [Number] days' written notice.

Please sign below to acknowledge your acceptance of this placement and the terms outlined above.

Sincerely,

[Name of Hiring Manager]
[Title]
[Company Name]

Acknowledgment and Acceptance:

Signature: _____

Date: _____