

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate First Name],

Following your recent interviews, [Recruitment Agency Name] is pleased to offer you the position of [Job Title] with our client, [Client Company Name]. We were impressed with your sales background and believe you will be a valuable asset to their team.

**Position Details:**

- **Job Title:** [Job Title]
- **Reporting Manager:** [Manager Name/Title]
- **Start Date:** [Start Date]
- **Work Location:** [Office Address / Remote]

**Compensation and Benefits:**

- **Base Salary:** \$[Amount] per [Year/Month]
- **Commission Structure:** [Brief detail or "As per attached plan"]
- **On-Target Earnings (OTE):** \$[Amount]
- **Benefits:** [List key benefits like Health, Dental, 401k, etc.]

This offer is contingent upon the successful completion of [Background Checks/Reference Checks/Drug Screenings].

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

We look forward to having you join [Client Company Name].

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]

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**Acceptance:**

I, [Candidate Name], accept the offer for the position of [Job Title].

Signature: \_\_\_\_\_ Date: \_\_\_\_\_