

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the position of Independent Sales Agent with [Company Name]. This letter outlines the terms of your commission-based placement.

### **1. Position and Responsibilities**

You will be responsible for promoting and selling [Products/Services] to potential clients. Your primary focus will be [Territory or Market Segment].

### **2. Commission Structure**

This is a commission-only placement. You will receive [Percentage]% commission on the total net revenue of each successfully closed sale. Commissions are earned once the client has made their full payment to [Company Name].

### **3. Payment Terms**

Commissions will be calculated monthly and paid on the [Day] of the following month. You will receive a detailed sales report with each payment.

### **4. Relationship Status**

You will act as an independent contractor. This agreement does not create an employer-employee relationship. You are responsible for your own taxes, insurance, and business expenses.

### **5. Confidentiality**

You agree to keep all company pricing, client lists, and trade secrets strictly confidential during and after your time with [Company Name].

### **6. Termination**

Either party may terminate this agreement at any time with [Number] days' written notice.

To accept this offer, please sign and return a copy of this letter by [Deadline Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

**Acceptance:**

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[Candidate Signature]

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[Date]