

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

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

Subject: Appointment Letter for Sales Executive (Commission-Only)

Dear [Candidate Name],

We are pleased to offer you the position of Sales Executive at [Company Name]. This letter outlines the terms and conditions of your engagement as a commission-only independent contractor/employee.

1. Position and Role

Your primary responsibility will be to identify leads, pitch company products/services, and close sales. You will report directly to [Manager Name/Title].

2. Compensation Structure

This is a commission-only position. You will not receive a base salary, hourly wage, or draw. Your compensation will be calculated as follows:

- [Percentage]% commission on the net revenue of every successful sale closed.
- Commission will be paid on the [Date] of the month following the receipt of payment from the client.

3. Business Expenses

Unless otherwise agreed in writing, you shall be responsible for all expenses incurred during the performance of your duties, including travel, telecommunications, and marketing materials.

4. Relationship

This agreement does not constitute an employment contract for a specific term. Both parties reserve the right to terminate this relationship at any time, with or without cause, provided that [Number] days' written notice is given.

5. Confidentiality

During your tenure, you will have access to proprietary information and client lists. You agree to keep all such information strictly confidential and will not disclose it to any third party.

Please sign and return a copy of this letter to signify your acceptance of these terms.

Sincerely,

[Signature]

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

Acceptance:

I, [Candidate Name], accept the position of Sales Executive under the commission-only terms described above.

Signature: _____ Date: _____