

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

[Date]

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

Subject: Offer of Employment - [Job Title]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] with [Company Name]. We were impressed with your background and believe you will be a valuable addition to our sales team.

1. Base Salary

Your initial gross annual base salary will be \$[Amount], payable in [Monthly/Bi-weekly] installments, subject to standard payroll deductions and withholdings.

2. Variable Compensation (Commission/Bonus)

In addition to your base salary, you are eligible to participate in the [Company Name] Sales Incentive Plan. Your target variable compensation is \$[Amount] per [Year/Quarter] based on the achievement of specific sales targets and performance metrics. Details of the commission structure and quotas are attached in the Sales Incentive Addendum.

3. Total On-Target Earnings (OTE)

Your total On-Target Earnings (OTE) for this role is \$[Total Amount] (Base Salary + Target Variable Compensation).

4. Benefits

You will be eligible for [Company Name]'s standard benefits package, which currently includes [List benefits: e.g., health insurance, 401k, paid time off], effective [Start Date/After 90 days].

5. Employment At-Will

Employment with [Company Name] is "at-will," meaning either you or the company may terminate the employment relationship at any time, with or without cause, and with or without notice.

6. Start Date

Your anticipated start date will be [Date].

Please indicate your acceptance of this offer by signing and returning this letter by [Expiration Date].

Sincerely,

[Sender Name]

[Sender Title]

Acceptance:

I, [Candidate Name], accept the offer of employment as [Job Title] under the terms and conditions outlined in this letter.

Signature: _____ Date: _____