

Sales Assignment Confirmation

Date: [Insert Date]

To: [Salesperson's Name]

From: [Manager's Name]

Subject: Sales Assignment Confirmation

Dear [Salesperson's Name],

We are pleased to confirm your assignment as a sales representative for the [specific product or service] in the [territory or region]. Your effective date will be [Start Date].

Your primary responsibilities will include:

- Generating new leads and opportunities.
- Maintaining existing client relationships.
- Meeting sales targets and objectives.

We believe that your skills and experience will be valuable in achieving our goals. Should you have any questions, please do not hesitate to reach out.

Welcome aboard, and we look forward to your success in this role!

Sincerely,

[Your Name]

[Your Position]

[Your Company]