

# Sales Region Designation

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to inform you that, effective [start date], you have been designated as the Sales Representative for the [Region Name] sales region. This designation recognizes your hard work, dedication, and the outstanding results you have achieved.

Your responsibilities will include:

- Developing and maintaining relationships with customers in the [Region Name] region.
- Achieving sales targets as outlined in your performance plan.
- Providing timely reports and feedback on market trends and competitor activities.

We believe that your expertise and commitment will help drive our success in this region. Should you have any questions regarding this designation, please do not hesitate to reach out.

Congratulations on this new opportunity!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]