

# Sales Representative Terms and Conditions

Date: [Insert Date]

To: [Sales Representative Name]

[Sales Representative Address]

Dear [Sales Representative Name],

We are pleased to outline the terms and conditions governing your role as a Sales Representative for [Company Name]. Please review the following terms:

## 1. Employment Status

Your position as a Sales Representative is classified as [Full-Time/Part-Time/Independent Contractor].

## 2. Compensation

You will receive a base salary of [Insert Amount] along with a commission of [Insert Percentage]% on sales made.

## 3. Duties and Responsibilities

Your primary responsibilities include prospecting new clients, maintaining relationships with existing clients, and achieving monthly sales targets.

## 4. Confidentiality

You are expected to maintain confidentiality regarding all company information and client data.

## 5. Termination

Either party may terminate this agreement with [Insert Number] days' written notice.

## 6. Amendments

Any amendments to these terms must be made in writing and signed by both parties.

Please sign below to indicate your acceptance of these terms:

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[Sales Representative Name]

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[Your Name, Title]

[Company Name]

Thank you for your commitment to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]