

Sales Representatives Engagement Letter

Date: _____

To: [Sales Representative's Name]
[Sales Representative's Address]
[City, State, Zip Code]

Dear [Sales Representative's Name],

We are pleased to confirm your engagement as a Sales Representative for [Company Name], effective [Start Date]. This letter outlines the terms of your engagement and our mutual responsibilities.

1. Scope of Work

You will be responsible for promoting and selling [products/services] to [target market]. Your primary duties will include:

- Identifying and contacting potential clients.
- Conducting product presentations and demonstrations.
- Negotiating and closing sales.
- Maintaining customer relationships and follow-ups.

2. Compensation

Your compensation will be based on a commission structure, detailed as follows:

- Base Commission Rate: [XX% of sales]
- Bonus Structure: [Details of any bonuses]

3. Termination

This engagement may be terminated by either party with [number of days] written notice.

Please sign below to confirm your acceptance of the terms outlined in this letter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]

Accepted and agreed by:

[Sales Representative's Name]

Date: _____