

# Commission Structure Agreement

Date: [Insert Date]

To: [Insert Recipient's Name]

Position: [Insert Recipient's Position]

Company: [Insert Company's Name]

Address: [Insert Company's Address]

Dear [Insert Recipient's Name],

We are pleased to outline the commission structure that will apply to your role as [Insert Position] at [Insert Company's Name]. This agreement is designed to ensure clarity and alignment on compensation based on performance.

## Commission Structure:

1. **Base Salary:** [Insert Base Salary Amount]
2. **Commission Rate:** [Insert Percentage]% on [Insert Terms, e.g., total sales, net profits]
3. **Payment Schedule:** Commissions will be paid [Insert Payment Schedule, e.g., monthly, quarterly].
4. **Targets:** [Insert Sales Targets or Performance Metrics].
5. **Bonus Opportunities:** [Insert any relevant bonus structures].

If you accept this commission structure, please sign below and return a copy to us by [Insert Deadline Date].

Thank you for your dedication and hard work. We are excited about your contributions to the team!

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Company's Name]

## Acceptance:

I, [Insert Recipient's Name], agree to the commission structure outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_