

## OFFER OF SALES EMPLOYMENT LETTER

The Offer of Sales Employment letter is a letter which makes a written offer of employment to a prospective employee. The written offer ensures that the terms of the offer are properly communicated and gives the employee the terms of reference. It should be used when hiring full-time employees and it should not be used with individuals who may be hired as independent contractors or with temporary employees hired from an agency.

(To be written on company letterhead)

### PERSONAL AND CONFIDENTIAL

Date:

[Employee's Name]

[Address]

[City, Province, Postal Code]

Dear [Name]:

Congratulations! I am very pleased to confirm our offer of employment to join [company's name], as a **[position title]** within our [department name] effective **[start date]**. We believe that you will be a fine addition to our sales team and that this represents an excellent opportunity for you.

As discussed, you will be a full-time employee, with a starting salary of \$[base amount]. You will be paid on a bi-weekly basis and your commissions will be paid to you on the 15<sup>th</sup> day of the following month as per outlined in the attached commission schedule.

In addition you will be covered by our comprehensive employee benefits package (see enclosed benefits summary) and given a business vehicle allowance reimbursement in the amount of \$[amount] per month. You will be entitled to 15 vacation days, 10 sick days and 2 personal leave days per annum. More complete information about all of these valuable benefits and entitlements will be provided at your benefits registration. **[HR contact name]** will contact you to schedule this appointment.

You will be required to sign a Company Confidentiality and Non-Compete Agreement, which is enclosed. The first 90 days of your employment will be considered probationary and provides a means by which you and your supervisor can evaluate the suitability of this placement/or work situation. We encourage you to use this opportunity to discuss issues and questions with your supervisor.

Please contact me should you have any questions regarding this offer. To confirm your acceptance of this offer, please return a signed copy of this letter [if applicable and/or any enclosed forms] to [name, title], no later than [insert date].

We look forward to a mutually rewarding employment experience for you here at **[company's name]**. It is our hope that you will find this position exciting and rewarding.

Sincerely,

Name

Title

Enc.

My signature indicates my acceptance of this position and my acknowledgement of the terms and conditions attached.

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Signature

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Date