Sales Representative Appointment Letter Template

[Company Letterhead]

[Date]

[Sales Representative's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Sales Representative's Name],

We are excited to extend an appointment to you as a Sales Representative at [Company Name]. Your enthusiasm for our products and your sales expertise are assets to our team, and we anticipate your success in this role.

Sales Representative Position: [Start Date]

Start Date: [Start Date]

Location: [Work Location]

Please find attached the details of your sales representative role, including your responsibilities, compensation structure, and other relevant information. If you have any questions or need further clarification, please do not hesitate to reach out.

To accept this offer, kindly sign and return this letter by [Acceptance Deadline]. We are eager to see you contribute to our sales growth.

Best regards,

[Your Name]

[Your Title]

[Company Name]