**Sample Appointment Letter for Commission Based Agent**

From:

Suman Gosh

HR Manager

Sambhav Fabrics Pvt. Ltd.

Howrah Bridge

Kolkata

Date: 08.08.17

To,

Mr. Shyam Banerjee

52, Seva Sadan Apartments

Mirza Galib Street

Kolkata

Sub: Appointment letter for Commission Based Agent

Dear Mr. Banerjee,

This is reference to your application received for the post of Commission Based Agent with our company. We would like to inform you that our management has chosen you as the Commission Based Agent for North East India.

You date of appointment for this profile is 21st August, 2017. The duration of this appointment will be for an initial period of 1 year and based on your performance during this time, further increment in time will be decided.

As discussed during the interview, you will have to work on getting buyers for our products from the North East Zone. You will be the sole agent of the company in this zone and the responsibility and authority of generating orders on cash or on credit would be completely on your shoulders. And if you are selling the goods on credit then again it will be your responsibility to collect the payments from buyers within the allowed time.

On confirmation of appointment letter, you will be required to sign the commission contract with the company which will soon be shared with you.

In case of any doubts, you may get in touch with me at +91-9898989898 or you may write to me at suma@sambhavfabrics.com.

Sincerely,

Suman Gosh

The HR Manager

Sambhav Fabrics Pvt. Ltd.