Sales executive offer letter

Editable sample letter: replace the details with your own records before signing

Offer reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Workplace: Pune office, with travel in the stated territory
Candidate: [Candidate Name]
Dear [Candidate Name],
[Company] offers you the role of Sales Executive. Territory: the districts we list in the attached route plan, starting with Pune and Nashik. Joining date: [Date]. You report to the regional manager.
Fixed gross monthly salary: INR 35,000. There is no incentive, commission or variable scheme in this letter. If we later pay one, it will be a written scheme with its own rules. Do not treat a target as a promise of extra pay.
A monthly target may be discussed by the manager. A target is not an incentive amount. Travel costs are reimbursed only against the expense rules attached, and they are not part of the INR 35,000.
Please accept by [Date].
Signatory: [sales director]
The variable-incentive sales offer on this site is the letter to use when a scheme exists.