Date:

Name of the recipient:  
Complete address of the recipient

**Subject: Appointment letter for the medical representative**

Dear (use the second name with the salutation),

This letter is being written to inform you that we have selected you to work in our pharmaceutical company ABC for the post of medical representative.

**As a medical representative your job responsibilities will be following:**

1. Building and maintaining relationships with the customers of the company
2. Making progress reports of the sales conducted in a particular time frame.
3. Corresponding with customers and answering their queries via email, letters, phone calls, etc.
4. Coming up with new and innovative ideas to boost the sales of the company.

**As a medical representative, the salary and benefits that will be rendered by you are following:**

1. Your basic salary will be 1500$ per month.
2. Your working hours each week will be 56. If you want to work for more hours, you will be paid an additional salary.
3. The benefits and compensation that will be offered to you as a medical representative are (make a list of benefits and compensation details).

**Terms and conditions:**

1. After joining the company, you will be on a probation period starting 8 months. After that time, whether you will be appointed as a permanent employee in the company or not will be decided based on your performance.
2. You will be required to notify the company whenever you decide to leave.

You are requested to inform us as to your decision regarding accepting the offer letter. In case you accept your offer letter, kindly send us this letter back with your signatures. We welcome you to our pharmaceutical company and wish you the best of luck in the future.

Regards,

Name of the sender  
Signatures of the sender