December 16, 2023

Dear Employee

**SUBJECT: OFFER OF EMPLOYMENT AS ONLINE SALES AGENT AT MALAWIZZLE**

We are delighted to extend this offer of employment to you for the position of Online Sales Agent at Malawizzle, our esteemed e-commerce company. Your enthusiasm and skills align seamlessly with the objectives and vision we have set forth for our dynamic team.

JOB DESCRIPTION:

Your primary responsibility as an Online Sales Agent will be to promote and market our extensive range of mobile phones and laptops through various social media platforms, including WhatsApp, Facebook, and Instagram. You will be assigned a unique identification code to identify your advertisements when facilitating sales.

SALARY, COMMISSION, AND ALLOWANCES:

Your salary will be structured as follows:

**Base Salary**: MK150,000.00 per month upon achieving the monthly sales target of 10 phones and laptops.

**Commission:** MK10,000.00 for each sale of a mobile phone or laptop within the initial 10 items sold per month. For sales beyond the initial 10 items, the commission will be MK12,500.00 per sale.

We believe in rewarding your dedication and performance. Thus, upon reaching the target sales threshold of 10 items per month, any additional sales above this quota will qualify for the increased commission rate.

START DATE AND OTHER DETAILS:

Your employment with Malawizzle will officially commence on [17-12-2023]. Additionally, your work hours, reporting structure, and further details will be communicated to you upon your acceptance of this offer.

Please review this offer thoroughly and indicate your acceptance by signing and returning a copy of this letter by [Acceptance Date]. Should you have any queries or require clarification on any terms outlined, feel free to contact us.

We are excited about the potential you bring to our team and look forward to your valuable contribution to the growth and success of Malawizzle.

Warm regards,

From Malawiizle

Human Resource management Team

Malawizzle

+265 992 561 874

+265 985 333 802

**EMPLOYEE ACCEPTANCE SECTION**

I **Hope Chirwa** accept the terms and conditions outlined in this offer letter and confirm my agreement to commence employment as an Online Sales Agent at Malawizzle on the specified start date.



Signature:

Date: 17/12/23