Employment Offer – Digital Marketing Executive

[Your Company Letterhead]  
[Your Address]  
[Date]  
  
[Employee’s Name]  
[Employee’s Address]  
  
Dear [Employee’s Name],  
  
We are pleased to offer you the position of Digital Marketing Executive at [Your Company Name]. You will be responsible for marketing and selling our website development packages (Basic, Standard, and Pro) to businesses and prospective clients.  
  
Job Details:  
- Role: Digital Product Marketer  
- Type: [Full-Time/Contract]  
- Reporting to: [Supervisor's Name/Manager]  
- Start Date: [Start Date]  
  
Compensation Structure:  
- Monthly target: 7 confirmed clients  
- Salary: ₦250,000 per month upon meeting this target  
- Bonus: ₦25,000 for every additional client above the 7-client target  
- If the monthly target is not met, you will receive ₦25,000 per confirmed client.  
  
Examples:  
- 3 clients = ₦75,000  
- 7 clients = ₦250,000  
- 10 clients = ₦250,000 + ₦75,000 = ₦325,000  
  
All payments will be made monthly based on verified and confirmed client acquisitions.  
  
Additional Terms:  
- Performance will be reviewed monthly.  
- You must submit a list of prospects and conversion reports weekly.  
- Your contract may be reviewed or terminated if targets are consistently unmet without valid reasons.  
  
We look forward to having you on our team and seeing the value you bring to our brand.  
  
Please sign and return a copy of this letter to confirm your acceptance.  
  
Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Info]