

Sales Employee Agreement

FMCG Brands & Distribution

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a sales-employee agreement with each term separate — role and territory, salary and incentive structure, targets, expenses/conveyance, conduct, confidentiality/non-solicit and termination — so pay and expectations are unambiguous. Use it for sales hires. For incentives design use the Sales Incentive Scheme.

Purpose of this tool & output

Employ sales staff on clear discrete terms

How the output is used

Use the draft to employ sales staff on clear discrete terms — role, salary, incentive, territory, cash accountability and notice — reviewed for labour law.

Who receives it

The agreement is between the company and the sales employee; each keeps a signed copy.

Fees & charges

Usually executed on nominal stamp paper per your state; no heavy stamp duty for a simple employment agreement.

Who should vet it

A lawyer or labour-law consultant, to align the terms with labour law and word the cash and stock accountability correctly.

Important cautions

AI-generated draft; keep non-solicit reasonable and pay/deductions lawful; a lawyer should review.

Companion documents

- Field Sales Hiring Kit
- Field Force Attendance & Reporting System
- Sales Induction & Onboarding
- Sales Performance Management & PIP
- FMCG Field HR Policy Handbook
- Field Force Retention & Engagement

processes vary by state and change over time — confirm with your state authority.