

Date: [Insert Date]

[Partner Name]

[Partner Address]

[City, State, Zip Code]

Subject: Commission-Based Partnership Agreement

Dear [Partner Name],

This letter outlines the terms of the commission-based partnership between **[Your Company Name]** ("The Company") and **[Partner Name]** ("The Partner").

1. Scope of Work:

The Partner agrees to promote and refer clients to the Company's services/products, specifically [Describe Services/Products].

2. Commission Structure:

The Company agrees to pay the Partner a commission of [Percentage]% for every successful sale or signed contract resulting directly from the Partner's referral. A "successful sale" is defined as [Define when commission is earned, e.g., after full payment is received].

3. Payment Terms:

Commissions will be calculated on a [Monthly/Quarterly] basis. Payments will be issued within [Number] days following the end of each period.

4. Duration and Termination:

This agreement begins on [Start Date] and will remain in effect until terminated by either party. Either party may terminate this agreement with [Number] days' written notice.

5. Confidentiality:

Both parties agree to keep all proprietary information, client lists, and trade secrets confidential during and after the term of this partnership.

6. Independent Contractor:

The Partner is an independent contractor. This agreement does not create an employer-employee relationship, partnership, or joint venture between the parties.

If these terms are acceptable, please sign and return a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted and Agreed:

[Partner Signature]

Date: _____