
INSERT BUSINESS NAME

Insert Address

Insert Phone Number

Insert Logo
or Photo

Dear _____,

We are pleased to offer you a position as an Account Manager in _____. We trust that your knowledge, skills, and experience will serve our firm and customers well.

Job Description: As an Account Manager your role will be to market and sell SF products and services.

- **Annual Salary:** \$XX,XXX
- **Signing Bonus:** \$XXX

****Signing bonus contingent upon successful completion of _____ pre-employment training**

- **Monthly Bonus:**

****Based on monthly paid policies**

- 50+ \$XXXX
- 75+ \$XXXX
- 100+ \$XXXX
- **Annual travel incentive:**
 - Trip for two and three additional paid vacation days
 - Destination and Qualifications TBD
- **Start Date:** September 7th, 2021 at 8:15am
- **Location:** _____
- **Prior to your start date you must successfully complete _____ pre-employment training, obtain the _____ State Property/Casualty License, and pass a background check.**
- **You will also be required to obtain the _____ Life/Health/Annuity License to be eligible for monthly bonus**

Our firm is excited about the prospects of having you as part of our team. We feel this will be an exciting and challenging career with numerous growth opportunities for you. If you have any questions please contact us at the number listed above.

Sincerely,

Insert Date

INSERT NAME
EMAIL ADDRESS