

To,

[Mention the name of the Recipient],

[Mention the address],

Sub: An Appointment Letter for the Role of Pharmaceutical Sales Representative

Dear [Mention the name of the Recipient],

We are glad to extend an offer of employment with [mention the name of the organization] as a Pharmaceutical Sales Representative.

Your employment tenure as a Robotics engineer starts from [Mention the date of joining]. Your remuneration will be [Mention the compensation details] as discussed earlier.

There will be probation for [Mention the period of probation].

Your job role as Pharmaceutical Sales Representative is primarily be

- Assessing client's needs and presenting the suitable promoted products;
- Liaise with and persuade the targeted doctors to prescribe our products, performing a cost-benefit analysis, and utilize effective selling skills;
- Providing actual product information and delivering product samples;
- Attending sales meetings, training sessions, conference calls, and symposium circuits;
- Working with the sales team to develop strategies and implement brand strategies to ensure a consistent marketing message;
- Building a positive trust relationship with the medical representatives for influencing a targeted group in the decision-making process;
- Monitoring and analyzing data and market conditions for identifying competitive advantage;
- Keeping accurate documentation and records for the reporting and feedback;
- Pursuing continuous learning and also professional development and being up-to-date with all the latest medical data;

Read this appointment letter carefully, sign with the date & return the duplicate copy of this letter to us as a token of your acceptance of the appointment.

With great pleasure and expectation, we welcome you to the organization [Mention the name of the Organization] and hope to have a very successful relationship.

Yours Sincerely

[Mention the sender's name]

[Mention the Designation],

[Mention the date]