

[Company Letterhead]

[Date]

[Candidate Name]

[Candidate Address]

[City, Country]

**RE: Offer of Employment - [Job Title]**

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to formally invite you to join our global leadership team as [Job Title]. This role will report directly to [Manager Name/Title] and will be based in [Global Office Location].

**1. Compensation and Incentives**

Your initial base salary will be [Amount] per annum, paid [Monthly/Bi-weekly]. You will also be eligible for a target performance bonus of [Percentage]% of your base salary, based on corporate and individual KPIs. Additionally, you will participate in our Executive Long-Term Incentive Plan (LTIP), details of which are attached.

**2. Global Benefits and Relocation**

As a global executive, you will receive a comprehensive benefits package including premium health insurance, retirement contributions, and [Number] days of paid annual leave. [Optional: To support your transition, the company provides a relocation allowance of (Amount)].

**3. Responsibilities and Confidentiality**

In this role, you will oversee [Department/Region] and drive strategic growth. This offer is contingent upon the signing of our standard Executive Non-Disclosure and Non-Compete Agreement.

**4. Acceptance**

Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date]. We look forward to your leadership and contribution to our global mission.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]

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**Candidate Acceptance:**

I, [Candidate Name], accept the offer of [Job Title] under the terms described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_