

[Company Logo]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

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

Dear [Candidate Name],

We are pleased to offer you the permanent position of [Job Title] with [Company Name]. This letter outlines the terms and conditions of your executive employment.

**1. Position and Reporting**

You will serve as [Job Title], reporting directly to [Manager Name/Title]. Your start date will be [Start Date].

**2. Compensation**

Your annual base salary will be \$[Amount], payable in accordance with the company's standard payroll schedule. This is an exempt position.

**3. Executive Bonus and Equity**

You will be eligible for an annual performance bonus with a target of [Percentage]% of your base salary. Additionally, subject to Board approval, you will be granted [Number] of [Stock Options/RSUs] under the Company's Equity Incentive Plan.

**4. Benefits**

As a full-time executive, you are entitled to our comprehensive benefits package, including:

- [Health, Dental, and Vision Insurance]
- [401k/Retirement Plan with Company Match]
- [Number] weeks of Paid Time Off (PTO) annually
- [Car Allowance/Executive Perquisites]

**5. Termination and Severance**

In the event of termination by the Company without "Cause," you will be eligible for severance pay equal to [Number] months of base salary, subject to the execution of a release of claims.

**6. Contingencies**

This offer is contingent upon the successful completion of a background check, reference checks, and proof of your legal right to work in [Country].

To accept this offer, please sign and return this letter by [Expiration Date].

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]

**Acceptance:**

I, [Candidate Name], accept the offer of employment as outlined above.

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Signature

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Date