

[Company Header/Logo]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to formally offer you the permanent position of **[Job Title]**. Given your extensive experience and leadership capabilities, we are confident that you will be a vital asset to our senior management team.

**Reporting Structure:**

In this role, you will report directly to [Name/Title of Supervisor] and will be responsible for overseeing [Department/Key Responsibilities].

**Compensation:**

Your starting annual base salary will be \$[Amount], payable in [Monthly/Bi-weekly] installments, subject to standard payroll deductions.

**Executive Bonus Plan:**

You will be eligible for an annual performance bonus with a target of [Percentage]% of your base salary, based on the achievement of specific company and individual performance objectives.

**Equity and Long-Term Incentives:**

Subject to Board approval, you will be granted [Number] of [Stock Options/Restricted Stock Units] as part of our long-term incentive program, governed by the [Year] Equity Incentive Plan.

**Benefits:**

As a permanent executive employee, you are entitled to our comprehensive benefits package, including:

- [Number] days of Paid Time Off (PTO) per year.
- Comprehensive health, dental, and vision insurance.
- Participation in the [401k/Retirement] plan with company matching.
- [List other perks, e.g., Car allowance, Wellness stipend].

**Terms of Employment:**

This offer is contingent upon the successful completion of a [Background Check/Reference Check]. This is a full-time, permanent position. Please note that employment with [Company Name] is "at-will."

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

We look forward to having you lead our team toward continued success.

Sincerely,

[Signature]

[Name of Hiring Manager/CEO]

[Title]

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**Acceptance:**

I, [Candidate Name], accept the offer of employment as [Job Title] under the terms and conditions outlined above.

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