

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to offer you the position of [Job Title] on a contract-to-hire basis. This letter outlines the terms of your engagement and the potential for transition to a permanent executive leadership role.

1. Contract Phase

Your initial contract period will begin on [Start Date] and is expected to last for [Number] months (the "Evaluation Period"). During this time, you will serve as [Job Title], reporting to [Manager Name/Title].

2. Compensation

During the contract phase, you will be compensated at a rate of \$[Amount] per [Hour/Month]. This position is classified as [Exempt/Non-Exempt]. Payment will be issued on a [Weekly/Bi-weekly] basis.

3. Transition to Permanent Hire

The intent of this arrangement is to evaluate mutual fit for a permanent executive role. At the conclusion of the Evaluation Period, and based on performance and business needs, [Company Name] may extend a formal offer for permanent employment. Performance milestones for this period include:

- [Milestone 1]
- [Milestone 2]

4. Permanent Role Terms

Should you transition to a permanent employee, your initial executive compensation package is anticipated to include:

- Annual Base Salary: \$[Amount]
- Executive Bonus Potential: [Percentage]%
- Participation in [Company Name] benefits programs (Health, Retirement, Equity/Stock Options, etc.)

5. Confidentiality and Non-Disclosure

As an executive-level contractor, you will have access to proprietary information. This offer is contingent upon the signing of our standard Confidentiality and Non-Compete Agreement.

6. At-Will Engagement

Please note that your contract engagement is "at-will," meaning either you or [Company Name] may terminate the relationship at any time, with or without cause or notice.

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

Sincerely,

[Name]

[Title]

[Company Name]

Acceptance:

[Candidate Signature]

[Date]