

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Subject: Offer of Fixed-Term Executive Employment

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This is a fixed-term executive placement, and this letter outlines the terms and conditions of your employment.

1. Appointment and Term

Your employment will commence on [Start Date] and, unless terminated earlier in accordance with this agreement, will expire on [End Date]. Any extension of this term must be mutually agreed upon in writing.

2. Reporting and Duties

In your capacity as [Job Title], you will report directly to [Supervisor Name/Board of Directors]. Your specific responsibilities will include [Key Responsibility 1], [Key Responsibility 2], and other executive duties as required by the organization.

3. Compensation

Your gross annual base salary will be \$[Amount], payable in accordance with the company's standard payroll schedule. You will also be eligible for [Bonus Structure/Incentive Plan details, if applicable].

4. Benefits

During the term of your employment, you will be entitled to participate in the executive benefit programs, which include [Health Insurance, Retirement Plans, etc.], subject to the terms of the respective policies.

5. Confidentiality and Non-Compete

As an executive, you will have access to proprietary information. This offer is contingent upon your signature on the enclosed Non-Disclosure and Non-Compete Agreement.

6. Termination

Either party may terminate this agreement prior to the end date by providing [Number] days' written notice. The Company reserves the right to terminate employment immediately for "Cause" as defined in the attached employment handbook.

7. Acceptance

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

We look forward to your leadership and contribution to [Company Name].

Sincerely,

[Name of Sender]

[Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the offer of employment as [Job Title] under the terms and conditions set forth in this letter.

Signature: _____ Date: _____