

[Company Name]
[Company Address]
[City, State, Zip Code]

[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 position of [Job Title] at [Company Name]. Based on your experience and leadership skills, we believe you will be a vital asset to our executive team. This letter outlines the terms of your remote employment.

1. Position and Responsibilities

As [Job Title], you will report directly to [Supervisor Name/Title]. Your primary responsibilities will include [Key Responsibility 1], [Key Responsibility 2], and [Key Responsibility 3].

2. Remote Work Arrangement

This is a 100% remote position. You are expected to maintain a dedicated professional workspace with reliable high-speed internet. While you have flexibility in your location, you are expected to be available during our core business hours of [Time Zone/Hours].

3. Compensation

Your starting base salary will be \$[Amount] per year, payable in [Monthly/Bi-weekly] installments. This position is also eligible for an executive performance bonus of up to [Percentage]% of your base salary, subject to board approval and company performance.

4. Executive Benefits

You will be eligible for our comprehensive benefits package, which includes:

- [Health, Dental, and Vision Insurance]
- [401k/Retirement Plan with Company Match]
- [Number] days of Paid Time Off (PTO) per year
- Remote office stipend of \$[Amount] for equipment and utilities

5. Equipment

The company will provide a laptop and necessary software licenses. All company-provided equipment remains the property of [Company Name].

6. Term of Employment

Employment with [Company Name] is "at-will," meaning either you or the company may terminate the relationship at any time, with or without cause or notice.

7. Acceptance

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

We look forward to having you join our leadership team.

Sincerely,

[Sender Signature]

[Sender Name]

[Sender Title]

Acceptance:

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

Signature: _____ Date: _____