

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

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

Subject: Offer of Employment for Chief Data Officer

Dear [Candidate Name],

We are pleased to offer you the position of **Chief Data Officer (CDO)** at [Company Name]. Based on your extensive experience and vision for data strategy, we are confident you will be a vital asset to our executive leadership team.

1. Position and Reporting

As Chief Data Officer, you will report directly to the [CEO/CTO/COO]. You will be responsible for overseeing company-wide data management, governance, analytics, and data-driven business transformation.

2. Commencement Date

Your employment will commence on [Start Date].

3. Compensation

Your annual base salary will be \$[Amount], payable in [Monthly/Bi-weekly] installments. You will also be eligible for an annual performance bonus of up to [Percentage]% of your base salary, subject to company and individual performance goals.

4. Equity and Incentives

Subject to Board approval, you will be granted [Number] [Stock Options/RSUs] under the Company's Equity Incentive Plan. These options will vest over a [Number]-year period.

5. Benefits

You will be entitled to participate in our standard executive benefits package, which includes:

- Comprehensive health, dental, and vision insurance.
- [Number] days of Paid Time Off (PTO) per year.
- [401k/Pension] matching program.
- Professional development and executive coaching allowance.

6. Termination and Severance

Employment is "at-will." However, in the event of termination by the company without cause, you will be eligible for a severance package equal to [Number] months of base salary.

7. Confidentiality

This offer is contingent upon the signing of our standard Proprietary Information and Inventions Agreement and a successful background check.

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

Sincerely,

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

Acceptance:

I, [Candidate Name], accept the offer of Chief Data Officer as outlined above.

Signature: _____ Date: _____