

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

[Date]

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

**Subject: Offer of Employment for Chief Executive Officer**

Dear [Candidate Name],

On behalf of the Board of Directors of [Company Name], I am pleased to formally offer you the position of Chief Executive Officer. We are impressed by your leadership track record and believe you are the ideal person to lead our organization into its next phase of growth.

**1. Appointment and Duties**

As CEO, you will report directly to the Board of Directors. You will have overall responsibility for the company's operations, strategic direction, and financial performance. Your start date will be [Start Date].

**2. Compensation**

Your initial base salary will be \$[Amount] per year, payable in accordance with the company's standard payroll practices. This position is exempt from overtime pay.

**3. Performance Bonus**

You will be eligible for an annual performance bonus with a target of [Percentage]% of your base salary. The actual bonus will be based on the achievement of specific corporate and individual goals as determined by the Board.

**4. Equity and Incentives**

Subject to Board approval, you will be granted [Number] of [Stock Options/RSUs]. Further details regarding vesting schedules and terms will be provided in a separate Equity Agreement.

**5. Benefits**

You will be entitled to participate in the company's standard executive benefit programs, including health insurance, retirement plans, and [Number] weeks of paid time off (PTO) annually.

**6. Termination and Severance**

In the event of termination without cause, you will be eligible for a severance package consisting of [Number] months of base salary, subject to the terms outlined in your formal Employment Agreement.

## **7. Contingencies**

This offer is contingent upon the successful completion of a background check, reference checks, and your ability to provide legal proof of your right to work in [Country].

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

We look forward to welcoming you to the team.

Sincerely,

[Name]

[Title/Chairman of the Board]

[Company Name]

### **Acceptance:**

I, [Candidate Name], accept the offer of Chief Executive Officer under the terms and conditions outlined above.

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Signature

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Date