

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

[Date]

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

Re: Offer of Employment - Chief Human Resources Officer

Dear [Candidate Name],

We are pleased to offer you the position of Chief Human Resources Officer (CHRO) at [Company Name]. We were impressed with your experience and leadership, and we believe you will be instrumental in shaping our organizational culture and strategy.

Reporting Structure: In this executive role, you will report directly to the [CEO/President/Board of Directors].

Base Salary: Your initial base salary will be \$[Amount] per year, paid in [Monthly/Bi-weekly] installments, subject to standard payroll deductions.

Executive Bonus: You will be eligible for an annual performance bonus with a target of [Percentage]% of your base salary, based on the achievement of specific company and individual goals.

Equity/Stock Options: Subject to Board approval, you will be granted [Number] of [Stock Options/Restricted Stock Units] as part of our long-term incentive plan. Details regarding vesting will be provided in a separate agreement.

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

- Comprehensive health, dental, and vision insurance
- [Number] days of Paid Time Off (PTO) per year
- 401(k) retirement plan with company matching
- Executive life insurance and disability coverage
- [Relocation assistance/Car allowance/Other perks]

Start Date: Your first day of employment will be [Date].

Contingencies: This offer is contingent upon the successful completion of a background check and professional reference verification.

To accept this offer, please sign and return this letter by [Date]. We look forward to welcoming you to our leadership team.

Sincerely,

[Signature]
[Name of Sender]
[Title]

Acceptance:

I, [Candidate Name], accept the offer of Chief Human Resources Officer under the terms outlined above.

Signature: _____ Date: _____