

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

[Date]

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

Dear [Candidate Name],

We are pleased to offer you the position of Chief Information Officer (CIO) at [Company Name]. We were impressed by your expertise in information technology and your strategic vision for digital transformation.

Reporting Structure: In this role, you will report directly to the [Chief Executive Officer/Chief Operating Officer].

Commencement Date: Your employment will commence on [Start Date].

Compensation: Your starting base salary will be \$[Amount] per year, payable in [Monthly/Bi-weekly] installments, subject to applicable taxes and withholdings.

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

Equity/Stock Options: Subject to Board approval, you will be granted [Number] of [Stock Options/Restricted Stock Units] under the Company's Long-Term Incentive Plan.

Benefits: As a member of the executive team, you will be eligible for our comprehensive benefits package, which includes:

- Health, dental, and vision insurance.
- [Number] days of Paid Time Off (PTO) per year.
- 401(k) / Retirement plan with company matching.
- Executive relocation assistance (if applicable).

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

Please indicate your acceptance of this offer by signing and returning this letter by [Expiration Date].

We look forward to having you lead our technology organization.

Sincerely,

[Name of Sender]

[Title]

[Company Name]

Acceptance:

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

Signature: _____ Date: _____