

[Company Name]  
[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 Security Officer (CISO) at [Company Name]. We believe your expertise in cybersecurity and strategic leadership will be vital to our organization's success.

**Position and Responsibilities:**

As CISO, you will report directly to the [CEO/CTO/Board]. Your primary responsibilities will include overseeing the company's information security strategy, managing risk compliance, and leading the security operations team.

**Commencement Date:**

Your employment will begin on [Start Date].

**Compensation:**

The company will pay you an annual base salary of \$[Amount], payable in accordance with our standard payroll schedule. You will also be eligible for an annual performance bonus with a target of [Percentage]% of your base salary.

**Equity/Stock Options:**

Subject to Board approval, you will be granted [Number] of stock options/RSUs, vesting over a [Number]-year period.

**Benefits:**

You will be eligible for our comprehensive benefits package, which includes health, dental, and vision insurance, a 401(k) retirement plan with company matching, and [Number] days of Paid Time Off (PTO) per year.

**Contingencies:**

This offer is contingent upon the successful completion of a background check and your ability to provide proof of eligibility to work in the United States.

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

Sincerely,

[Sender Name]  
[Sender Title]

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**Acceptance:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_