

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

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

RE: Offer of Employment for Chief Legal Officer

Dear [Candidate Name],

We are pleased to offer you the position of Chief Legal Officer (CLO) at [Company Name]. We believe your legal expertise and strategic leadership will be vital to our executive team.

1. Position and Duties: As Chief Legal Officer, you will report directly to the [CEO/Board of Directors]. Your responsibilities will include overseeing all legal affairs, corporate governance, regulatory compliance, and managing external counsel.

2. Commencement Date: Your employment is scheduled to begin on [Start Date].

3. Compensation: Your initial base salary will be \$[Amount] per year, payable in accordance with the company's standard payroll schedule. You will also be eligible for an annual performance bonus with a target of [Percentage]% of your base salary.

4. Equity: Subject to approval by the Board of Directors, you will be granted [Number] of [Stock Options/Restricted Stock Units]. These will vest over a period of [Number] years.

5. Benefits: You will be entitled to the company's executive benefits package, which includes health insurance, dental and vision coverage, [401k/Retirement Plan], and [Number] days of paid time off per year.

6. At-Will Employment: Employment with [Company Name] is at-will, meaning either you or the company may terminate the relationship at any time, with or without cause or notice.

7. Contingencies: This offer is contingent upon the successful completion of a background check and the signing of our standard Non-Disclosure and Proprietary Information Agreement.

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

Sincerely,

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

Acceptance:

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

Signature: _____ Date: _____