

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

[Date]

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

RE: Offer of Employment - Chief Operating Officer (COO)

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to offer you the position of Chief Operating Officer. We were impressed with your leadership experience and believe you will be instrumental in driving our operational excellence and strategic growth.

1. Position and Reporting

As COO, you will report directly to the Chief Executive Officer (CEO). You will oversee the company's daily administrative and operational functions and lead the executive management team in executing our business plan.

2. Commencement Date

Your employment will commence on [Start Date].

3. Compensation

Your base salary will be \$[Amount] per year, payable in [Monthly/Bi-weekly] installments. You will also be eligible for an annual performance bonus of up to [Percentage]% of your base salary, based on achieving specific KPIs.

4. Equity and Incentives

Subject to Board approval, you will be granted [Number] stock options/RSUs under the Company's Equity Incentive Plan, vesting over a [Number]-year period.

5. Benefits

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

- Health, dental, and vision insurance.
- [Number] days of paid time off (PTO) annually.
- [401k/Retirement Plan] matching.
- [Relocation assistance/Executive allowance, if applicable].

6. Term of 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. Conditions of Offer

This offer is contingent upon the successful completion of a background check and your signing of our standard Non-Disclosure and Confidentiality Agreement.

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

Sincerely,

[Name]

[Title/CEO]

[Company Name]

Acceptance:

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

Signature: _____ Date: _____