

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

[Date]

[Candidate Name]
[Candidate Address]

Subject: Offer of Employment for Chief Product Officer

Dear [Candidate Name],

We are pleased to offer you the position of Chief Product Officer (CPO) at [Company Name]. We were impressed with your vision and leadership skills, and we believe you will be instrumental in driving our product strategy forward.

1. Position and Responsibilities

As CPO, you will report directly to the [CEO/Board of Directors]. You will be responsible for overseeing the entire product lifecycle, managing the product team, and aligning product development with our overall business goals.

2. Compensation

Your starting annual base salary will be \$[Amount], payable in [Monthly/Bi-weekly] installments. This position is also eligible for an annual performance bonus of up to [Percentage]% of your base salary.

3. Equity

Subject to approval by the Board of Directors, you will be granted [Number] stock options/RSUs. These will vest over a [Number]-year period, with a one-year cliff.

4. Benefits

You will be entitled to the company's standard executive benefit package, which includes:

- Health, dental, and vision insurance
- [Number] days of paid time off (PTO) per year
- Retirement/401(k) plan matching
- [Other specific executive perks]

5. Start Date

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

6. Conditions

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 [Deadline Date].

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

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

Signature: _____ Date: _____