

[Date]

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

Subject: Offer of Employment for Chief Strategy Officer

Dear [Candidate Name],

We are pleased to offer you the position of Chief Strategy Officer (CSO) at [Company Name]. We believe your experience and leadership will be instrumental in driving our long-term growth and strategic vision.

The details of your offer are as follows:

- **Reporting Relationship:** You will report directly to the [CEO/Board of Directors].
- **Commencement Date:** Your employment will begin on [Start Date].
- **Base Salary:** Your annual base salary will be \$[Amount], payable in accordance with the company's standard payroll schedule.
- **Annual Bonus:** You will be eligible for an annual performance bonus with a target of [Percentage]% of your base salary, based on the achievement of specific corporate and individual objectives.
- **Equity Compensation:** Subject to Board approval, you will be granted [Number] of [Stock Options/Restricted Stock Units], vesting over a [Number]-year period.
- **Benefits:** You will be eligible to participate in the company's standard executive benefits package, including medical, dental, vision, and [401k/Retirement Plan].
- **Vacation:** You will be entitled to [Number] weeks of paid time off per year.

This offer is contingent upon the successful completion of a background check and proof of your legal right to work in [Country]. Your employment is "at-will," meaning either you or [Company Name] may terminate the relationship at any time, with or without cause or notice.

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

We look forward to having you join our executive team.

Sincerely,

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

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**Acceptance:**

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

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