

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the position of Chief Technology Officer (CTO) at [Company Name]. We believe your experience and leadership will be instrumental in driving our technological vision and growth.

**Reporting Line:** You will report directly to the [Chief Executive Officer/Board of Directors].

**Commencement Date:** Your employment will begin on [Start Date].

**Compensation:** Your annual base salary will be \$[Amount], payable in accordance with the company's standard payroll schedule.

**Equity:** Subject to Board approval, you will be granted [Number] of [Stock Options/Restricted Stock Units], vesting over a [Number]-year period.

**Bonus:** You are eligible for an annual performance bonus with a target of [Percentage]% of your base salary, based on the achievement of specific corporate and individual goals.

**Benefits:** You will be entitled to the company's executive benefits package, which includes [Health Insurance, 401k Matching, Paid Time Off, etc.].

**Responsibilities:** As CTO, you will oversee the company's entire technology stack, manage the engineering department, and lead the development of our technical strategy.

This offer is contingent upon [Background Check/Reference Check/Signed Non-Disclosure Agreement].

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

Sincerely,

[Name]

[Title]

[Company Name]

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**Acceptance:**

I accept the offer of Chief Technology Officer under the terms described above.

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