

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

[Date]

[Candidate Name]
[Candidate Address]

RE: Offer of Performance-Based Equity Placement

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We are excited about the potential you bring to our team and the impact you will have on our growth.

1. Position and Duties

In this role, you will report to [Supervisor Name/Title]. Your primary responsibilities will include [Brief Description of Duties]. This is a [Full-time/Part-time/Contract] position.

2. Compensation

Your compensation for this role will consist of [Base Salary, if any] and a performance-based equity incentive plan as outlined below.

3. Performance-Based Equity Grant

Subject to the approval of the Board of Directors, you will be granted [Number] of [Stock Options/Restricted Stock Units]. These shares will vest based on the achievement of the following performance milestones:

- **Milestone 1:** [Description of Milestone] - [Percentage/Number] of shares vest upon completion.
- **Milestone 2:** [Description of Milestone] - [Percentage/Number] of shares vest upon completion.
- **Milestone 3:** [Description of Milestone] - [Percentage/Number] of shares vest upon completion.

4. Vesting Schedule

In addition to performance milestones, the equity is subject to a [Number]-year vesting period with a [Number]-month cliff, as governed by the Company's [Year] Equity Incentive Plan.

5. Confidentiality and Proprietary Information

As a condition of your placement, you will be required to sign the Company's standard Confidentiality and Intellectual Property Assignment Agreement.

6. Termination

This placement is "at-will," meaning either you or the Company may terminate the relationship at any time, with or without cause or notice.

This offer is contingent upon [Background Check/Reference Check/Legal Right to Work]. To accept this offer, please sign and return this letter by [Expiration Date].

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]

Acceptance:

I, [Candidate Name], accept the offer of placement under the terms and conditions outlined in this letter.

Signature: _____
Date: _____