

Date: [Date]

Name: [Candidate Name]

Address: [Candidate Address]

Dear [Candidate Name],

We are pleased to offer you the remote position of [Job Title] at [Company Name]. We were impressed with your skills and believe you will be a valuable asset to our team.

1. Position and Duties

In this role, you will report to [Manager Name/Title]. Your primary responsibilities will include [Brief Description of Duties]. As this is a remote position, you are expected to maintain a professional workspace and reliable internet connectivity.

2. Equity Compensation

In lieu of a cash salary at this stage of the Company's development, you will be granted [Number] [Options/Shares] of the Company's [Common Stock/Equity Class].

- **Vesting Schedule:** Equity will vest over a [Number]-year period.
- **Cliff:** There is a [Number]-month cliff, after which [Percentage]% of the equity vests, followed by monthly vesting thereafter.

This grant is subject to the terms and conditions of the Company's [Year] Equity Incentive Plan.

3. Future Compensation

The Company agrees to review your compensation package upon the completion of [Milestone, e.g., Series A Funding]. At such time, a cash salary component may be negotiated based on the Company's financial standing and your performance.

4. Intellectual Property and Confidentiality

As a condition of your placement, you are required to sign the enclosed "At-Will Employment, Confidential Information, and Invention Assignment Agreement." All work produced during your tenure remains the sole property of the Company.

5. Nature of Placement

Your placement with [Company Name] is "at-will." This means that either you or the Company may terminate the relationship at any time, with or without cause, and with or without notice.

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

Sincerely,

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

Acceptance:

I, [Candidate Name], accept the offer of [Job Title] under the terms described above.

Signature: _____ Date: _____