

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

[Date]

[Candidate Name]  
[Candidate Address]

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.

### **1. Compensation**

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

### **2. Restricted Stock Units (RSUs)**

Subject to the approval of the Company's Board of Directors, you will be granted [Number] Restricted Stock Units (RSUs) representing shares of the Company's Common Stock.

### **3. Vesting Schedule**

The RSUs will be subject to a vesting schedule, typically over a four-year period:

- 25% of the RSUs shall vest on the one-year anniversary of your start date (the "Cliff").
- The remaining 75% shall vest in equal [monthly/quarterly] installments over the following 36 months of continuous service.

Vesting is subject to your continued employment with the Company through each vesting date.

### **4. Terms and Conditions**

The RSUs will be governed by the terms and conditions of the Company's [Year] Equity Incentive Plan and the associated RSU Award Agreement, which you will be required to sign as a condition of the grant.

### **5. At-Will Employment**

Employment with the Company is "at-will," meaning either you or the Company 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].

Sincerely,

[Signature]  
[Name of Hiring Manager/Executive]  
[Title]

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**Acceptance:**

I accept the offer of employment as outlined above.

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