

[Date]

[Candidate Name]
[Candidate Address]

Subject: Offer of Employment and Equity Grant

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This letter outlines the terms of your compensation and your equity participation in the company.

1. Salary

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

2. Equity Grant

Subject to the approval of the Board of Directors, you will be granted an option to purchase [Number] shares of the Company's Common Stock at an exercise price equal to the fair market value on the date of the grant.

3. Vesting Schedule

The shares will be subject to a [Number]-year vesting schedule. [Number]% of the shares will vest after twelve (12) months of continuous service (the "Cliff"), and the remaining shares will vest in equal monthly installments over the following [Number] months.

4. Standard Documents

The equity grant will be governed by the terms and conditions of the [Year] Stock Option Plan and a separate Stock Option Agreement, which you will be required to sign.

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 below and returning this letter by [Expiration Date].

Sincerely,

[Name of Founder/CEO]
[Title]
[Company Name]

Acceptance:

I accept the offer of employment as outlined above.

Signature: _____

Date: _____