

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

[Date]

[Candidate Name]  
[Candidate Address]

**RE: Offer of Employment**

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. Equity Grant:** Subject to approval by the Board of Directors, you will be granted [Number] [Options/Shares] of the Company's Common Stock. This equity represents a [Percentage]% ownership interest on a fully diluted basis at the time of grant.

**3. Vesting Schedule:** Your equity grant is subject to a vesting schedule to encourage long-term commitment. The shares will vest over a [Number]-year period as follows:

- **Cliff:** [Percentage]% of the shares will vest on the one-year anniversary of your start date.
- **Monthly Vesting:** The remaining [Percentage]% will vest in equal monthly installments over the following [Number] months, provided you remain employed by the Company.

**4. Contingencies:** This offer is contingent upon the successful completion of [Background Check/Reference Check] and your ability to provide legal proof of your right to work in [Country].

**5. At-Will Employment:** Employment with [Company Name] is "at-will," meaning either you or the Company may terminate the employment relationship at any time, with or without cause or notice.

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

Sincerely,

[Sender Name]  
[Sender Title]

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**Acceptance:**

I accept the offer of employment as outlined above.

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