

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to formally invite you to join our executive leadership team as [Job Title].

After a rigorous selection process, our Board of Directors and executive committee identified your strategic vision and proven track record as the ideal match to lead [Company Name] into its next phase of growth. We believe your expertise will be instrumental in shaping our long-term objectives and organizational culture.

This offer includes the following executive terms:

- **Base Salary:** \$[Amount] per annum
- **Executive Bonus:** [Percentage]% based on performance targets
- **Equity/Stock Options:** [Details of grant or vesting schedule]
- **Benefits:** Comprehensive executive package including [Health/Life insurance, etc.]
- **Reporting Line:** Reporting directly to [CEO/Board of Directors]

Attached to this letter is a detailed employment agreement outlining the specific terms and conditions of this appointment. We would appreciate your response by [Date].

We are excited about the possibility of you joining us and look forward to the leadership and innovation you will bring to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]