

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

[Date]

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

RE: Offer of Employment for Chief Human Resources Officer

Dear [Candidate Name],

We are pleased to offer you the position of Chief Human Resources Officer (CHRO) at [Company Name]. We were impressed with your experience and leadership, and we look forward to having you join our executive team.

Position and Reporting

In this role, you will report directly to the [Chief Executive Officer/President]. You will be responsible for overseeing all human resources functions, including talent acquisition, organizational development, compensation and benefits, and corporate culture strategy.

Commencement Date

Your employment is scheduled to begin on [Start Date].

Compensation

Your initial base salary will be \$[Amount] per year, payable in [Monthly/Bi-weekly] installments, subject to standard payroll deductions. You will also be eligible for an annual performance bonus with a target of [Percentage]% of your base salary.

Equity and Benefits

As part of the executive team, you will be eligible for [Stock Options/RSUs] totaling [Number] units, subject to the company's vesting schedule. You will also receive our standard executive benefits package, which includes [Health/Dental/Vision Insurance, 401k matching, and Paid Time Off].

Term of Employment

Employment with [Company Name] is "at-will," meaning either you or the company may terminate the relationship at any time, with or without cause or notice.

Acceptance

Please sign and return this letter by [Expiration Date] to indicate your acceptance of this offer.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance Signature:

[Candidate Name]

Date:
