

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to formally offer you the position of Vice President of Human Resources. We believe your leadership and expertise will be instrumental in driving our organizational culture and human capital strategy forward.

Position and Reporting:

In this executive role, you will report directly to the [Title of Supervisor, e.g., Chief Executive Officer]. Your primary responsibilities will include overseeing all aspects of HR strategy, talent management, compensation and benefits, and organizational development.

Compensation:

The company will pay you an annual base salary of \$[Amount], payable in accordance with our standard payroll cycle. This position is classified as exempt.

Executive Bonus Plan:

You will be eligible for an annual performance bonus with a target of [Percentage]% of your base salary. This bonus is based on the achievement of specific company and individual performance goals.

Equity/Stock Options:

Subject to approval by the Board of Directors, you will be granted [Number] of [Stock Options/Restricted Stock Units] under the Company's Equity Incentive Plan.

Benefits:

You will be entitled to the following benefits:

- Comprehensive medical, dental, and vision insurance.
- Participation in the company 401(k) plan with matching contributions.
- [Number] weeks of paid time off (PTO) annually.
- Executive life insurance and disability coverage.

At-Will Employment:

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

Conditions of Employment:

This offer is contingent upon the successful completion of a background check, reference checks, and your ability to provide legal documentation of your eligibility to work in the United States.

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

We look forward to having you join our executive team.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

I accept the offer of Vice President of Human Resources as outlined above.

Signature: _____ Date: _____