

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

[Date]

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

Dear [Candidate Name],

We are pleased to offer you the position of **Director of Talent Acquisition** at [Company Name]. We were impressed with your experience and vision for building high-performing teams, and we are excited to have you lead our recruitment strategy.

Position Details:

- **Title:** Director of Talent Acquisition
- **Reporting To:** [Name/Title of Manager, e.g., Chief People Officer]
- **Start Date:** [Start Date]
- **Employment Status:** Full-time, Exempt

Compensation and Benefits:

- **Base Salary:** \$[Amount] per year, paid [bi-weekly/monthly].
- **Bonus Potential:** You will be eligible for an annual performance bonus of up to [Percentage]% of your base salary.
- **Equity:** Subject to board approval, you will be granted [Number] of [Stock Options/RSUs].
- **Benefits:** You will be eligible for [Company Name]'s standard benefits package, including health, dental, and vision insurance, as well as our [401k/Retirement] plan and [Number] days of Paid Time Off (PTO).

Contingencies:

This offer is contingent upon the successful completion of a background check and reference checks, as well as providing proof of your legal right to work in the United States.

At-Will Employment:

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.

Please indicate your acceptance of this offer by signing and returning this letter by [Expiration Date].

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Candidate Name], accept the offer of Director of Talent Acquisition under the terms outlined above.

Signature: _____ Date: _____