

[Company Letterhead/Logo]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to offer you the position of **Executive Director of Human Resources**. We were impressed with your leadership experience and your vision for organizational development.

Position Details:

- **Title:** Executive Director of Human Resources
- **Reporting To:** [Name/Title of Supervisor, e.g., Chief Executive Officer]
- **Start Date:** [Start Date]
- **Employment Status:** Full-time, Exempt

Compensation and Benefits:

- **Salary:** Your annual base salary will be \$[Amount], payable in [Monthly/Bi-weekly] installments.
- **Bonus:** You are eligible for an annual performance bonus of up to [Percentage]% of your base salary.
- **Benefits:** You will be eligible for [Medical/Dental/Vision] insurance, [401k] participation, and [Number] days of Paid Time Off (PTO) per year.
- **Executive Perks:** [Mention any car allowance, relocation assistance, or professional memberships].

Terms of Employment:

This offer is contingent upon the successful completion of [Background Checks/Reference Checks/Drug Screening]. 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.

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

We look forward to having you lead our Human Resources department and contribute to our executive team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

I accept the offer of Executive Director of Human Resources as outlined above.

Signature: _____ Date: _____