

[Company Header/Logo]

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to offer you the position of **Global Head of Human Resources**. We are confident that your leadership and expertise will be instrumental in shaping our global people strategy and driving our organizational culture.

Position and Reporting:

In this role, you will report directly to the [Title, e.g., Chief Executive Officer]. Your primary responsibilities will include overseeing all international HR functions, talent acquisition, total rewards, and organizational development across all global regions.

Compensation:

Your starting base salary will be \$[Amount] per year, payable in accordance with the company's standard payroll schedule.

Incentive Compensation:

You will be eligible for an annual performance bonus with a target of [Percentage]% of your base salary. This bonus is based on both individual performance and company achievements. Additionally, you will be eligible for the [Year] Long-Term Incentive Plan (LTIP) as detailed in the attached documentation.

Benefits:

As a full-time executive, you will be entitled to our comprehensive benefits package, which includes medical, dental, and vision insurance, a [Percentage]% 401(k) match, and [Number] days of paid time off (PTO) annually.

Terms of Employment:

This offer is contingent upon the successful completion of a background check and reference verification. Please note that employment with [Company Name] is "at-will."

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

We look forward to welcoming you to the executive leadership team.

Sincerely,

[Name]
[Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the offer of Global Head of Human Resources under the terms described above.

Signature: _____ Date: _____