

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

[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 **Senior Vice President of People Operations**. In this role, you will report directly to the [CEO/COO] and serve as a key member of the executive leadership team.

Employment Terms:

- **Start Date:** Your anticipated start date will be [Date].
- **Base Salary:** Your starting annual base salary will be \$[Amount], payable in accordance with the company's standard payroll schedule.
- **Executive Bonus:** You will be eligible for an annual performance bonus with a target of [Percentage]% of your base salary, based on company and individual goal achievement.
- **Equity:** Subject to Board approval, you will be granted [Number] of [Stock Options/RSUs] under the Company's Equity Incentive Plan.
- **Benefits:** You will be eligible for our comprehensive benefits package, including health, dental, and vision insurance, a [401k/Retirement] plan, and [Number] days of paid time off (PTO).

Responsibilities:

As SVP of People Operations, you will oversee the global human resources strategy, including talent acquisition, organizational development, total rewards, culture initiatives, and HR technology transformation.

Conditions of Employment:

This offer is contingent upon the successful completion of a background check and your ability to provide proof of legal authorization to work in the United States. This position is "at-will" employment.

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

We look forward to having your leadership at [Company Name].

Sincerely,

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

Acceptance:

I, [Candidate Name], accept the offer of Senior Vice President of People Operations under the terms outlined above.

Signature: _____ Date: _____