

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

[Date]

[Candidate Name]
[Candidate Address]

RE: Offer of Employment - Chief People Officer

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to offer you the position of Chief People Officer (CPO). This is a full-time executive position reporting directly to the [CEO/President].

1. Compensation

Your annual base salary will be \$[Amount], payable in accordance with the company's standard payroll practices. This position is exempt from overtime pay.

2. Annual Incentive Bonus

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

3. Equity Participation

Subject to approval by the Board of Directors, you will be granted [Number] [Stock Options/RSUs]. These grants will be subject to the company's standard vesting schedule.

4. Benefits

As an executive, you will be entitled to participate in our comprehensive benefits package, including medical, dental, vision, 401(k) matching, and [Number] weeks of paid time off (PTO) annually.

5. Severance

In the event of termination without cause, you will be eligible for [Number] months of base salary and benefits continuation, subject to the execution of a separation agreement.

6. Contingencies

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

7. At-Will Employment

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 [Date]. We are excited to have you lead our people strategy.

Sincerely,

[Signature]

[Name of CEO/Hiring Manager]

[Title]

Acceptance:

I, [Candidate Name], accept the offer of Chief People Officer under the terms described above.

Signature: _____ Date: _____