

[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 **Vice President of Compensation and Benefits** at [Company Name]. We were impressed with your expertise and believe you will be instrumental in leading our total rewards strategy.

Reporting Line: You will report directly to the [Title, e.g., Chief People Officer].

Start Date: Your first day of employment will be [Start Date].

Base Salary: Your annual base salary will be \$[Amount], payable in accordance with the company's standard payroll schedule.

Annual Bonus: You will be eligible for an annual performance bonus with a target of [Percentage]% of your base salary, based on individual and company performance metrics.

Equity/LTI: Subject to Board approval, you will be granted [Details of Stock Options, RSUs, or Long-Term Incentive Plan].

Benefits: As a senior executive, you will be entitled to our comprehensive benefits package, including:

- Health, dental, and vision insurance
- 401(k) retirement plan with company match
- [Number] days of Paid Time Off (PTO) per year
- Executive life insurance and disability coverage

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.

Contingencies: This offer is contingent upon the successful completion of a background check and reference checks.

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

Sincerely,

[Name]
[Title]
[Company Name]

Acceptance:

I accept the offer of Vice President of Compensation and Benefits under the terms outlined above.

Signature: _____ Date: _____