

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer of Employment - Director of Human Resources Business Partnerships

Dear [Candidate Name],

We are pleased to offer you the position of Director of Human Resources Business Partnerships at [Company Name]. We were impressed with your experience and leadership skills, and we believe you will be a vital asset to our HR leadership team.

Position and Reporting

In this full-time exempt position, you will report directly to the [Title of Supervisor, e.g., Chief People Officer]. Your primary responsibility will be to lead the HRBP team and align human resources strategies with our organizational business goals.

Commencement Date

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

Compensation

The starting gross annual salary for this position is \$[Amount], payable in [Monthly/Bi-weekly] installments, subject to standard payroll deductions and withholdings.

Incentives and Bonuses

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. [Optional: Mention Equity/Stock Options if applicable].

Benefits

As a senior leader, you will be entitled to the following benefits:

- Comprehensive Health, Dental, and Vision insurance.
- [Number] days of Paid Time Off (PTO) per year.
- 401(k) Retirement Plan with company matching.
- Executive leadership development programs.

At-Will Employment

Employment with [Company Name] is "at-will," meaning either you or the company may terminate the employment relationship at any time, with or without cause or notice.

Conditions of Offer

This offer is contingent upon the successful completion of a background check and reference

checks, as well as the provision of legal documentation proving your eligibility to work in the United States.

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the offer for the position of Director of HRBP under the terms and conditions outlined above.

Signature: _____ Date: _____