

[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 **Head of Organizational Development** at [Company Name]. We believe your expertise will be instrumental in shaping our culture and driving our strategic growth.

1. Position and Reporting

In this executive role, you will report directly to the [Title, e.g., Chief People Officer or CEO]. Your start date will be [Start Date].

2. Compensation

Your annual base salary will be \$[Amount], payable in accordance with the company's standard payroll schedule. You will also be eligible for an annual executive performance bonus with a target of [Percentage]% of your base salary.

3. Equity/Incentives

Subject to board approval, you will be granted [Number] of [Stock Options/RSUs] under the [Year] Equity Incentive Plan. These will vest over a [Number]-year period.

4. Benefits

You will be eligible for our comprehensive executive benefits package, which includes health, dental, and vision insurance, a 401(k) retirement plan with company matching, and [Number] weeks of paid time off (PTO) annually.

5. Term and Conditions

This offer is contingent upon the successful completion of a background check and reference checks. Employment is "at-will," meaning either you or the company may terminate the relationship at any time.

Please indicate your acceptance of this offer by signing and returning this letter by [Expiration Date].

Sincerely,

[Name]
[Title]
[Company Name]

Acceptance:

[Candidate Name]

Date: _____