

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

[Date]

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

RE: Offer of Employment for Chief Diversity and Inclusion Officer

Dear [Candidate Name],

We are pleased to offer you the position of Chief Diversity and Inclusion Officer (CDIO) at [Company Name]. We believe your experience and leadership will be instrumental in advancing our commitment to equity, inclusion, and belonging.

Role and Responsibilities: As CDIO, you will report directly to the [CEO/Title] and serve as a member of the executive leadership team. You will be responsible for developing and executing the company's global diversity strategy, overseeing internal and external DEI initiatives, and ensuring an inclusive culture across all departments.

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

Compensation: Your initial base salary will be \$[Amount] per year, paid in [Bi-weekly/Monthly] installments, subject to standard payroll deductions. This position is exempt from overtime pay.

Bonus Potential: You will be eligible for an annual performance bonus with a target of [Percentage]% of your base salary, based on achieving specific organizational and individual goals.

Benefits: You will be eligible for our comprehensive benefits package, which includes:

- Health, dental, and vision insurance.
- [Number] days of Paid Time Off (PTO) per year.
- 401(k) retirement plan with company matching.
- Executive relocation assistance (if applicable).
- [Other benefits, e.g., Equity/Stock Options].

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 Employment: This offer is contingent upon the successful completion of a background check, reference checks, and your ability to provide proof of eligibility to work in the United States.

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

Sincerely,

[Signature]
[Name of Sender]
[Title of Sender]

Acceptance:

I, [Candidate Name], accept the offer of Chief Diversity and Inclusion Officer under the terms and conditions outlined above.

Signature: _____ Date: _____