

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the position of **Vice President of Employee Relations** at [Company Name]. We believe your experience and leadership will be a significant asset to our human resources executive team.

Position Overview:

In this role, you will report directly to the [Title, e.g., Chief People Officer] and will be responsible for overseeing global labor relations strategies, internal investigations, policy development, and the enhancement of our organizational culture.

Offer Details:

- **Base Salary:** \$[Amount] per year, paid [monthly/bi-weekly].
- **Bonus Eligibility:** You will be eligible for an annual performance bonus with a target of [Percentage]% of your base salary.
- **Equity/Stock Options:** Subject to board approval, you will be granted [Number] of [Options/RSUs].
- **Benefits:** You will be eligible for [Company Name]'s executive benefits package, including health, dental, vision, and [Number] days of PTO.
- **Start Date:** Your anticipated start date is [Date].

Conditions of Employment:

This offer is contingent upon the successful completion of a background check and reference verification. Employment at [Company Name] 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:

I, [Candidate Name], accept the offer for the position of Vice President of Employee Relations.

Signature: _____ Date: _____