

[Date]

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

Dear [Candidate Name],

We are excited to offer you the position of [Job Title] at [Company Name]. We believe your skills and experience will be a vital asset to our team.

1. Position and Duties

In this role, you will report to [Manager Name/Title]. Your start date will be [Start Date]. Your primary responsibilities will include [Brief Description of Duties].

2. Base Salary

Your starting gross annual salary will be \$[Amount], payable in accordance with the Company's standard payroll schedule, subject to standard payroll deductions and withholdings.

3. Equity Compensation

Subject to the approval of the Company's Board of Directors, you will be granted an option to purchase [Number] shares of the Company's Common Stock at an exercise price equal to the fair market value on the date of the grant.

The shares will be subject to a standard four-year vesting schedule: 25% of the shares will vest on the one-year anniversary of your start date (the "Cliff"), and the remaining 75% will vest in equal monthly installments over the following 36 months, provided you remain employed by the Company.

4. Benefits

You will be eligible to participate in the Company's standard benefits package, which currently includes [Health Insurance, 401k, etc.], subject to the terms of the respective plans.

5. At-Will Employment

Employment with the Company is "at-will." This means that either you or the Company may terminate the employment relationship at any time, with or without cause, and with or without notice.

6. Contingencies

This offer is contingent upon the successful completion of a background check and your ability to provide legal proof of your right 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 accept the offer of employment as outlined above.

Signature: _____ Date: _____