

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This letter outlines the terms of your employment and executive compensation package.

1. Base Salary

Your annual base salary will be \$[Amount], payable in accordance with the Company's standard payroll schedule.

2. Equity Compensation

Subject to the approval of the Board of Directors, you will be granted [Number] shares of [Stock Options/Restricted Stock Units]. These shares represent approximately [Percentage]% of the Company's current fully diluted capitalization.

The equity shall vest over a [Number]-year period according to the following schedule:

- [Percentage]% cliff vesting after twelve (12) months of continuous service.
- The remaining [Percentage]% vesting in equal monthly installments over the following [Number] months.

3. Acceleration Provisions

In the event of a Change of Control (as defined in the Equity Plan), [Percentage]% of your unvested equity will accelerate and become fully vested, provided you remain employed through the closing of such transaction.

4. Benefits

You will be eligible to participate in the Company's executive benefit programs, including health insurance, [401k/Pension], and [Number] days of paid time off per year.

5. At-Will Employment

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

6. Conditions of Employment

This offer is contingent upon the signing of our standard Confidentiality and Intellectual Property Assignment Agreement and the verification of your right to work in the United States.

Please sign and return this letter by [Date] to indicate your acceptance.

Sincerely,

[Name of Sender]

[Title]

[Company Name]

Accepted by:

[Candidate Name]

Date:
