

[Company Name]
[Company Address]
[Date]

Dear [Candidate Name],

We are thrilled to offer you the position of [Job Title] at [Company Name]. We believe your skills and experience will be instrumental in our growth during this early stage.

1. Compensation

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

2. Equity Incentive

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. This represents approximately [Percentage]% of the Company's current fully diluted capitalization.

3. Vesting Schedule

The shares will be subject to a standard [Number]-year vesting schedule with a [Number]-month cliff. This means [25%] of the shares will vest after twelve months of continuous service, and the remainder will vest in equal monthly installments over the following [36] months.

4. Benefits

As an early employee, you will be eligible for [List benefits: e.g., health insurance, 401k, unlimited PTO], subject to the terms of the Company's policies.

5. At-Will Employment

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

6. Confidentiality

This offer is contingent upon your signing the Company's standard Proprietary Information and Inventions Agreement.

To accept this offer, please sign and return this letter by [Expiration Date].

Welcome to the team!

Sincerely,

[Sender Name]
[Title]
[Company Name]

Acceptance:

I accept the offer of employment as outlined above.

Signature: _____ Date: _____