

[Date]

[Candidate Name]  
[Candidate Address]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We believe your skills are a great fit for our early-stage team as we build toward our mission.

**Base Salary:** Your starting annual base salary will be \$[Amount], paid in accordance with our standard payroll schedule. As an early-stage startup, we maintain a lean cash compensation structure to maximize our growth runway.

**Equity Compensation:** To align your long-term success with the company's growth, we are offering you a significant equity stake. Subject to Board approval, you will be granted an option to purchase [Number] shares of Common Stock. These shares represent approximately [Percentage]% of the company's current fully diluted capitalization.

**Vesting Schedule:** Your equity will vest over a four-year period. There is a "one-year cliff," meaning 25% of the shares vest after twelve months of employment, followed by monthly vesting for the remaining 36 months.

**Benefits:** You will be eligible for [List benefits, e.g., health insurance, 401k, unlimited PTO] as outlined in our company handbook.

**At-Will Employment:** This offer is for "at-will" employment, meaning either you or the company may terminate the relationship at any time, with or without cause or notice.

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

Sincerely,

[Founder Name]  
[Title]  
[Company Name]

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**Acceptance:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_