

[Company Name]
[Company Address]
[Date]

[Candidate Name]
[Candidate Address]

Subject: Offer of Employment

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We are excited about the possibility of you joining our team.

1. Compensation

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

2. Restricted Stock Units (RSUs)

Subject to the approval of the Board of Directors, the Company will grant you [Number] Restricted Stock Units (RSUs) representing shares of the Company's Common Stock.

3. Vesting Schedule

The RSUs will be subject to a vesting schedule, typically over a four-year period:

- 25% of the shares will vest on the one-year anniversary of your start date (the "Cliff").
- The remaining 75% will vest in equal [monthly/quarterly] installments over the following 36 months.

Vesting is contingent upon your continued employment with the Company through each vesting date.

4. Terms and Conditions

The RSUs shall be governed by the terms and conditions of the Company's [Year] Equity Incentive Plan and the applicable RSU Award Agreement, which you will be required to sign as a condition of the grant.

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.

This offer is contingent upon the successful completion of a background check and proof of your legal right to work in the United States.

Please indicate your acceptance of this offer by signing and returning this letter by [Expiration Date].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

[Candidate Name]

Date: _____