

Date: [Date]

Candidate Name: [Candidate Name]

Address: [Candidate Address]

Subject: Offer of Employment and Performance-Based Equity

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We are excited about the potential you bring to our team during this critical growth phase.

1. Compensation

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

2. Equity Incentive Grant

Subject to the approval of the Board of Directors, you will be granted [Number] [Stock Options/Restricted Stock Units] in the Company. These shares represent your ownership stake in our future success.

3. Performance-Based Vesting Schedule

In addition to any time-based vesting, the vesting of [Number/Percentage] of your equity grant is contingent upon the achievement of the following specific performance milestones:

- **Milestone 1:** [Description of Goal, e.g., Launch of Version 2.0] - [Number] shares vest upon completion.
- **Milestone 2:** [Description of Goal, e.g., Reaching \$1M in ARR] - [Number] shares vest upon completion.
- **Milestone 3:** [Description of Goal, e.g., Expansion into European Market] - [Number] shares vest upon completion.

4. Terms and Conditions

The equity grant described in this letter is subject to the terms and conditions of the Company's [Year] Equity Incentive Plan and a separate Award Agreement, which you will be required to sign.

5. At-Will Employment

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

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

Sincerely,

[Name of Hiring Manager/CEO]

[Title]

[Company Name]

Acceptance:

I accept the offer of employment and the terms of the performance-based equity as outlined above.

Signature: _____ Date: _____