

Date: [Date]

Candidate Name: [Candidate Name]

Address: [Candidate Address]

Dear [Candidate Name],

On behalf of [Startup Name] (the "Company"), I am thrilled to offer you the position of [Job Title]. As a pre-seed stage company, we are excited to have you join our founding team to help build our vision from the ground up.

1. Position and Duties

In this role, you will report to [Manager Name/Title]. Your primary responsibilities will include [Brief Description of Duties]. As we are an early-stage startup, your role may evolve as the Company grows.

2. Compensation

The Company will pay you a starting gross salary of \$[Amount] per year, payable in accordance with the Company's standard payroll schedule. This position is [Full-time/Part-time].

3. Equity Incentive

Subject to the approval of the Board of Directors, you will be granted an option to purchase [Number] shares of the Company's Common Stock. These shares represent approximately [Percentage]% of the current fully diluted capitalization of the Company. The options will be subject to a standard four-year vesting schedule: 25% will vest after one year of service (the "cliff"), and the remaining 75% will vest in equal monthly installments over the following 36 months.

4. Benefits

As a pre-seed startup, our current benefits include [List basic benefits, e.g., remote work flexibility, unlimited PTO, etc.]. The Company intends to implement a comprehensive benefits package as future funding rounds are secured.

5. Contingencies

This offer is contingent upon:

- Verification of your right to work in the United States.
- Execution of the Company's standard Invention Assignment and Confidentiality Agreement.
- Satisfactory completion of a background check (if applicable).

6. At-Will Employment

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

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

Sincerely,

[Sender Name]

[Sender Title]

[Startup Name]

Acceptance:

I accept the offer of employment as outlined above.

[Candidate Signature]

Date: _____