

Date: [Date]

To: [Candidate Name]

Subject: Offer of Employment with [Company Name]

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 a vital asset to our team as we continue to scale following our [Series A/B/C] funding round.

1. Compensation

Your annual base salary will be \$[Amount], payable in [Monthly/Bi-weekly] installments, subject to standard payroll deductions.

2. 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 options will be subject to the Company's [Year] Equity Incentive Plan. The standard vesting schedule is a four-year period: 25% vesting after one year of employment (the "cliff"), and the remaining 75% vesting in equal monthly installments over the following 36 months.

3. Benefits

You will be eligible to participate in the company-sponsored benefits programs, which currently include:

- [Health, Dental, and Vision Insurance]
- [401k/Retirement Plan]
- [Unlimited/Number of days] Paid Time Off
- [Other Perks]

4. At-Will Employment

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

5. Contingencies

This offer is contingent upon the successful completion of a background check and your ability to provide legal proof of your right to work in [Country]. You will also be required to sign our standard Proprietary Information and Inventions Agreement.

6. Start Date

Your anticipated start date will be [Start Date].

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

Welcome to the team!

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the offer of employment as outlined above.

Signature: _____ Date: _____