

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

## **RE: Offer of Employment - Chief Human Resources Officer**

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to formally offer you the position of Chief Human Resources Officer (CHRO). In this role, you will report directly to the Chief Executive Officer and serve as a key member of the Executive Leadership Team.

### **1. Commencement Date**

Your employment will commence on [Start Date].

### **2. Compensation**

Your initial base salary will be \$[Amount] per year, payable in accordance with the Company's standard payroll practices. This position is exempt for Fair Labor Standards Act purposes.

### **3. Executive Bonus Program**

You will be eligible to participate in the Executive Annual Bonus Plan. Your target bonus is [Percentage]% of your base salary, based on the achievement of specific corporate and individual performance goals.

### **4. Equity Participation**

Subject to approval by the Board of Directors, you will be granted [Number] [Options/RSUs] under the Company's Equity Incentive Plan. These shares will vest over a [Number]-year period.

### **5. Benefits**

You will be eligible for our comprehensive executive benefits package, including health, dental, and vision insurance, a 401(k) retirement plan with company match, and [Number] weeks of paid time off annually.

### **6. Relocation Assistance**

[Optional: The Company will provide a relocation allowance of \$[Amount] to assist with your move to [Location].]

### **7. At-Will Employment**

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

### **8. Contingencies**

This offer is contingent upon the successful completion of a background check, professional

reference checks, and your ability to provide legal proof of authorization 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]  
[Title]  
[Company Name]

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**Acceptance:**

I, [Candidate Name], accept the offer of Chief Human Resources Officer under the terms and conditions outlined above.

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