

Date: [Date]

To: [Candidate Name]

[Address]

[City, State, Zip Code]

Subject: Offer of Employment - Global Vice President of Human Resources

Dear [Candidate Name],

We are pleased to offer you the position of **Global Vice President of Human Resources** at [Company Name]. We were impressed with your experience and believe your leadership will be instrumental in shaping our global people strategy.

Position and Reporting:

In this executive role, you will report directly to the [CEO/Chief Operating Officer]. You will be responsible for overseeing all HR functions across our international offices, including talent acquisition, total rewards, organizational development, and compliance.

Start Date:

Your anticipated start date will be [Start Date].

Compensation:

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

Executive Bonus Plan:

You will be eligible for an annual performance bonus with a target of [Percentage]% of your base salary, based on the achievement of specific company and individual KPIs.

Equity/Stock Options:

Subject to Board approval, you will be granted [Number] of [Stock Options/Restricted Stock Units]. Details regarding the vesting schedule will be provided in a separate agreement.

Benefits:

You will be eligible for our executive benefits package, which includes:

- Comprehensive health, dental, and vision insurance.
- [Number] days of Paid Time Off (PTO) per year.
- 401(k) / Pension plan with company matching.
- Global travel allowance and executive relocation assistance (if applicable).

Conditions of Employment:

This offer is contingent upon the successful completion of a background check and reference

checks. You will also be required to sign our standard Non-Disclosure and Confidentiality Agreement.

At-Will Employment:

Please note that employment with [Company Name] is "at-will," meaning 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]

[Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the offer of Global Vice President of Human Resources under the terms described above.

Signature: _____ Date: _____