

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the position of Executive Vice President (EVP) of Talent Acquisition at [Company Name]. We are confident that your leadership and expertise will be vital in shaping our global workforce strategy.

Reporting Structure: You will report directly to the [Title, e.g., Chief People Officer or CEO].

Compensation: Your initial base salary will be \$[Amount] per year, paid in accordance with the company's standard payroll schedule.

Executive Bonus: You are eligible for an annual performance bonus with a target of [Percentage]% of your base salary, based on the achievement of specific corporate and individual objectives.

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, a 401(k) matching program, and [Number] weeks of paid time off.

Relocation: [Optional: Details regarding relocation assistance if applicable].

At-Will Employment: This offer represents employment at-will, meaning either you or the company may terminate the employment relationship at any time, with or without cause or notice.

Conditions: This offer is contingent upon the successful completion of a background check and proof of your legal right to work in the United States.

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

Sincerely,

[Name]
[Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the offer of Executive Vice President of Talent Acquisition under the terms outlined above.

Signature: _____ Date: _____