

[Company Logo]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the position of **Chief Diversity and Inclusion Officer (CDIO)** at [Company Name]. We were impressed with your expertise and believe your leadership will be instrumental in advancing our commitment to equity, diversity, and belonging.

Position and Reporting:

In this executive role, you will report directly to the [CEO/President]. You will be responsible for overseeing the strategic development and implementation of all diversity, equity, and inclusion initiatives across the organization.

Start Date:

Your anticipated start date will be [Start Date].

Compensation:

The base salary for this position is \$[Amount] per year, payable in [Monthly/Bi-weekly] installments. This position is exempt from overtime compensation.

Bonus and Incentives:

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

Benefits:

As a full-time executive, you will be entitled to the following benefits:

- Comprehensive health, dental, and vision insurance.
- [Number] days of Paid Time Off (PTO) per year.
- Participation in the company 401(k) plan with [Percentage]% matching.
- [List other benefits, e.g., Relocation assistance, Executive coaching].

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.

Conditions of Employment:

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

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

Sincerely,

[Name of Sender]
[Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the offer for the position of Chief Diversity and Inclusion Officer.

Signature: _____ Date: _____