

[Company Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

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

RE: Offer of Employment - Chief Human Resources Officer / Chief People Officer

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to offer you the position of [Exact Title, e.g., Chief Human Resources Officer]. In this role, you will report directly to the [CEO/Board of Directors] and serve as a key member of the executive leadership team.

1. Compensation

Your annual base salary will be \$[Amount], payable in accordance with the Company's standard payroll practices. This position is exempt from overtime compensation.

2. Executive Incentive Bonus

You will be eligible for an annual performance bonus with a target of [Percentage]% of your base salary. This bonus is based on the achievement of specific corporate and individual KPIs as determined by the Board.

3. Equity Participation

Subject to Board approval, you will be granted [Number] [Stock Options/RSUs]. These shares will vest over a [Number]-year period, subject to your continued employment.

4. Benefits and Perquisites

You will be entitled to participate in our executive benefits program, which includes [Health/Dental/Vision] insurance, a 401(k) plan with company matching, and [Number] weeks of paid time off. Additionally, you will receive [List perks, e.g., car allowance, executive physicals].

5. Severance and Change in Control

In the event of termination without cause, you will be eligible for [Number] months of base salary and benefits. Specific terms regarding Change in Control are outlined in the attached Executive Employment Agreement.

6. Conditions of Employment

This offer is contingent upon the successful completion of a background check, reference checks, and your ability to provide proof of legal authorization to work in the United States. You will also be required to sign our standard Non-Disclosure and Non-Compete Agreement.

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

Sincerely,

[Sender Name]

[Sender Title]

Acceptance:

I, [Candidate Name], accept the offer of employment as [Title] under the terms described above.

Signature: _____ Date: _____