

[Date]

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

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to offer you the position of Chief Human Resources Officer (CHRO). We are impressed with your background and believe your leadership will be instrumental to our organization's success.

### **Position and Reporting**

You will serve as the Chief Human Resources Officer, reporting directly to the [CEO Title/Name]. Your start date will be [Start Date].

### **Compensation**

Your initial annual base salary will be \$[Amount], payable in accordance with the company's standard payroll schedule. You will also be eligible for an annual performance bonus with a target of [Percentage]% of your base salary.

### **Equity and Benefits**

Subject to board approval, you will be granted [Number] of [Stock Options/RSSUs]. You will also be eligible for our executive benefits package, which includes comprehensive health insurance, 401(k) matching, and [Number] weeks of paid time off.

### **Relocation Assistance**

To assist with your move to [City/State], the company provides the following relocation package:

- A lump-sum relocation allowance of \$[Amount] for miscellaneous expenses.
- Direct payment or reimbursement for professional household goods moving and storage (up to [Number] days).
- Up to [Number] months of temporary corporate housing.
- Travel reimbursement for you and your immediate family for the final move.

Please note that relocation benefits are subject to a [Number]-month repayment agreement should you voluntarily resign.

### **Conditions of Employment**

This offer is contingent upon the successful completion of a background check and drug screening, as well as your ability to provide proof of eligibility to work in the United States.

To accept this offer, please sign and return this letter by [Expiration Date].

Sincerely,

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

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**Acceptance:**

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

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