

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Formal Offer of Employment - Head of Global Human Resources

Dear [Candidate Name],

It is with great pleasure that we invite you to join [Company Name] in the role of Head of Global Human Resources. Given your extensive experience and strategic vision, we are confident that you will be instrumental in shaping our global people strategy and organizational culture.

The details of your offer are as follows:

- **Position:** Head of Global Human Resources
- **Reporting To:** [Title, e.g., Chief Executive Officer]
- **Commencement Date:** [Start Date]
- **Primary Location:** [Office Location / Remote]
- **Base Salary:** \$[Amount] per annum, payable in [Monthly/Bi-weekly] installments.
- **Performance Bonus:** You are eligible for an annual performance bonus of [Percentage]% of your base salary, based on individual and company KPIs.
- **Equity/Stock Options:** Subject to Board approval, you will be granted [Number] units under the company's Long-Term Incentive Plan.

Benefits:

As a senior executive, you will be eligible for our comprehensive benefits package, which includes executive health coverage, retirement contributions, [Number] weeks of paid vacation, and [List other executive perks].

Responsibilities:

In this role, you will oversee all aspects of our global HR functions, including talent acquisition, total rewards, organizational development, and compliance across all international regions.

Conditions of Employment:

This offer is contingent upon the successful completion of a background check and the signing of our standard Non-Disclosure and Proprietary Information Agreement.

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

We look forward to welcoming you to the executive leadership team.

Sincerely,

[Name]

[Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the offer of Head of Global Human Resources under the terms and conditions outlined above.

Signature: _____ Date: _____