

[Company Letterhead]

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

RE: Offer of Appointment - Chief Talent Officer

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to formally offer you the executive position of Chief Talent Officer (CTO). This letter outlines the terms and conditions of your appointment.

1. Position and Reporting

As Chief Talent Officer, you will report directly to the [Chief Executive Officer / Board of Directors]. In this role, you will be responsible for the global human capital strategy, talent acquisition, leadership development, and organizational culture.

2. Commencement Date

Your appointment will be effective as of [Start Date].

3. Compensation

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

4. Equity and Long-Term Incentives

Subject to approval by the Board, you will be granted [Number] of [Stock Options/Restricted Stock Units]. These shares will vest over a [Number]-year period, contingent upon your continued employment.

5. Benefits

You will be entitled to the Company's executive benefits package, which includes comprehensive health insurance, [Number] weeks of paid vacation, and participation in the [401k/Retirement] plan.

6. Termination and Severance

In the event of termination without cause, you will be eligible for a severance package consisting of [Number] months of base salary, subject to the execution of a release of claims.

7. Confidentiality and Non-Compete

This offer is contingent upon your signing the Company's standard Proprietary Information and Non-Competition Agreement.

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

Sincerely,

[Name]

[Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the appointment of Chief Talent Officer under the terms described above.

Signature

Date