

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

**Subject: Offer of Employment - Chief Culture Officer**

Dear [Candidate Name],

On behalf of the Board of Directors of [Company Name], I am pleased to formally offer you the position of Chief Culture Officer. Following a comprehensive review of your qualifications and our strategic goals, the Board has officially approved your appointment to this executive role.

The details of your offer are as follows:

- **Title:** Chief Culture Officer (CCO)
- **Reporting to:** [CEO Name/Title]
- **Start Date:** [Date]
- **Base Salary:** \$[Amount] per annum, payable in accordance with the Company's standard payroll schedule.
- **Executive Bonus:** You will be eligible for an annual performance bonus of up to [Percentage]% of your base salary, subject to Board approval and achievement of specific KPIs.
- **Equity/Stock Options:** Subject to Board approval, you will be granted [Number] units of [Type of Equity], vesting over a [Number]-year period.
- **Benefits:** You will be eligible for the Company's executive benefits package, including [Medical/Dental/Vision, 401k, etc.].

This offer is contingent upon the successful completion of [Background Checks/Drug Screening/Reference Checks] and your ability to provide proof of legal authorization to work in the United States.

Your leadership will be instrumental in shaping the future of our organizational identity and employee engagement. We are confident that your expertise will be a significant asset to the Board and the entire company.

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

Sincerely,

[Name]

[Title/Chairperson of the Board]

[Company Name]

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**Acceptance:**

I, [Candidate Name], accept the offer of Chief Culture Officer under the terms and conditions outlined above.

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