

[Date]

[Executive Name]

[Home Address]

[City, State, Zip Code]

Dear [Executive Name],

Welcome to [Company Name]. We are pleased to have you join our leadership team as [Job Title]. This letter outlines the details of your executive compensation and benefits package.

**1. Base Salary:** Your annual base salary will be \$[Amount], payable in accordance with the company's standard payroll practices.

**2. Annual Incentive Plan:** You are eligible to participate in the Executive Bonus Plan. Your target bonus is [Percentage]% of your base salary, contingent upon meeting specific corporate and individual performance goals.

**3. Long-Term Incentives:** Subject to Board approval, you will be granted [Stock Options/Restricted Stock Units] valued at \$[Amount]. Detailed vesting schedules and grant agreements are attached for your review.

**4. Executive Benefits & Perquisites:** In addition to our standard employee benefits, you are entitled to:

- [Example: Executive Health Program]
- [Example: Financial Planning Services]
- [Example: Car Allowance/Transportation]

**5. Retirement Plans:** You are eligible for the company's [401k/Pension] plan, as well as the Supplemental Executive Retirement Plan (SERP).

Please find the enclosed detailed summaries and legal plan documents for each component mentioned above. We look forward to your contributions to the continued success of [Company Name].

Sincerely,

[Name]

[Title]

[Company Name]