[Company Logo/Letterhead]

[Date]

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

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to formally offer you the position of [Job Title]. We were impressed with your background and leadership capabilities, and we believe you will play a pivotal role in our future success.

1. Position and Reporting
In this role, you will report directly to [Supervisor Name/Board of Directors]. Your start date is anticipated to be [Start Date].

2. Compensation
Your initial base salary will be $[Amount] per year, payable in accordance with the Company's standard payroll practices. This position is exempt from overtime compensation.

3. Executive Bonus & Incentives
You will be eligible for an annual performance bonus with a target of [Percentage]% of your base salary. Additionally, subject to Board approval, you will be granted [Number] of [Stock Options/RSUs] under the Company's Equity Incentive Plan.

4. Benefits
You will be eligible to participate in the Company's comprehensive benefits package, which includes [Health/Dental Insurance, 401k Matching, Life Insurance]. You will also be entitled to [Number] weeks of paid time off (PTO) annually.

5. Executive Perquisites
[Optional: Mention relocation assistance, car allowance, or professional development stipends].

6. Term and Termination
Employment is "at-will." Should the Company terminate your employment without "Cause," you will be eligible for severance pay totaling [Number] months of base salary, subject to the execution of a release of claims.

7. Contingencies
This offer is contingent upon the successful completion of a background check, reference checks, and proof of your legal right to work in the United States.

Please indicate your acceptance of this offer by signing and returning this letter by [Expiration Date].

Sincerely,

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

Acceptance:

_____
[Candidate Signature]

_____
[Date]