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

[Date]

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

RE: Offer of Employment for [Job Title]

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to offer you the position of [Job Title]. This letter outlines the terms and conditions of your executive employment.

1. Position and Reporting
You will serve as [Job Title], reporting directly to the [Title of Supervisor, e.g., CEO or Board of Directors]. Your start date will be [Start Date].

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

3. Executive Bonus
You will be eligible to participate in the Executive Incentive Plan. Your target annual bonus is [Percentage]% of your base salary, based on the achievement of specific performance goals determined by the Board.

4. Equity and Stock Options
Subject to approval by the Board of Directors, you will be granted [Number] of [Stock Options/Restricted Stock Units]. These grants will be subject to a [Number]-year vesting schedule.

5. Benefits
You will be entitled to participate in the Company's executive benefit programs, including health, dental, and vision insurance, as well as the [401k/Retirement] plan and [Number] weeks of paid time off (PTO) annually.

6. Termination and Severance
In the event of termination 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. At-Will Employment
Employment with [Company Name] is "at-will," meaning either you or the Company may terminate the relationship at any time, with or without cause or notice.

8. Contingencies
This offer is contingent upon the successful completion of a background check and your ability to provide proof of eligibility to work in the United States.

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

Sincerely,

[Signature]
[Sender Name]
[Sender Title]

Acceptance:

I, [Candidate Name], accept the offer of employment as [Job Title] under the terms described above.

Signature: _____ Date: _____