

Executive Employment Offer Letter

Date: _____

Candidate Name: _____

Address: _____

Dear _____:

We are pleased to offer you the position of **[Job Title]** at **[Company Name]**. We are confident that your experience and skills will be a valuable asset to our organization.

Position

Your position will be **[Job Title]**, reporting to **[Supervisor Name/Title]**. Your anticipated start date is **[Start Date]**.

Compensation

Your starting annual base salary will be **[Salary Amount]**, paid in accordance with our normal payroll practices. You will also be eligible for a performance bonus, subject to company policy.

Benefits

As a full-time executive, you are eligible for the standard benefits offered by **[Company Name]**, including health, dental, and retirement plans. Details outlining these benefits will be provided separately.

At-Will Employment

Your employment with **[Company Name]** is at-will, which means you or the company may terminate employment at any time, with or without cause or prior notice.

Confidentiality and Agreements

By accepting this offer, you agree to abide by all company policies and to sign any additional requisite agreements concerning confidentiality and intellectual property.

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

[Company Representative Name]
[Title]
[Company Name]

[Candidate Name]

We look forward to you joining our team.

Sincerely,

[Company Representative Name]