

[Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

Executive Position Offer Letter

Dear [Recipient Name],

We are pleased to extend to you this formal offer of employment for the position of **[Executive Position Title]** at **[Company Name]**, reporting to **[Supervisor Name/Title]**. Your experience, skills, and leadership abilities will be an invaluable asset to our organization.

1. Position and Start Date

Your position will be **[Executive Position Title]**, and your anticipated start date is **[Start Date]**.

2. Compensation

Your starting annual base salary will be **\$[Base Salary]**, payable in accordance with the companyâ€™s standard payroll schedule.

3. Benefits

As a full-time executive, you will be eligible to participate in the company's standard benefits program, including [list core benefits such as health, vision, dental insurance, retirement plans, vacation or paid time off].

4. Bonus & Incentives

You will be eligible for a performance-based annual bonus with a target of **[X]%** of your base salary, subject to the terms of the companyâ€™s executive bonus plan.

5. Equity

Upon Board approval, you will be granted an option to purchase **[Number]** shares of [Company Name] common stock, subject to the terms and vesting schedule of the equity plan.

6. Confidentiality & Agreements

As an employee, you will be required to sign the companyâ€™s confidentiality, intellectual property, and non-compete agreements prior to your start date.

7. At-Will Employment

Your employment with [Company Name] is at-will, meaning that either you or the company may terminate employment at any time, with or without cause or notice.

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

We look forward to welcoming you to our team and to your future contributions to [Company Name].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Accepted by:

[Recipient Name]

Date: _____