

Executive Position Offer Letter

Date: _____
Candidate: _____
Address: _____

Dear _____,

We are pleased to offer you the position of _____ (**Position Title**) at _____ (**Company Name**). We are confident that your skills and experience will be a valuable asset to our team.

Position Details

Title: _____
Start Date: _____
Reporting To: _____

Compensation & Benefits

- Base Salary: _____ per annum
- Bonus Structure: _____
- Equity/Stock Options: _____
- Benefits: _____
- Other Perks: _____

Terms of Employment

This offer is contingent upon satisfactory completion of background checks and reference verification, as well as your acceptance of the terms outlined in this letter and any attached documents. Employment with _____ is at-will and may be terminated by either party at any time, with or without cause or notice.

Confidentiality & Other Agreements

As a condition of employment, you may be required to sign and comply with confidentiality, non-compete, and intellectual property agreements prior to your start date.

Acceptance

Please indicate your acceptance of this offer by signing below and returning a copy to us by _____.

Signature
Date: _____

Authorized Company Representative

Date: _____

We look forward to welcoming you to the team.

Sincerely,

(Name & Title)

_____ (Company Name)