

[Company Name]
[Company Address Line 1]
[Company Address Line 2]

[Date]

[Candidate Name]
[Candidate Address Line 1]
[Candidate Address Line 2]

Executive Job Offer Letter

Dear [Candidate Name],

We are pleased to offer you the position of **[Position Title]** at [Company Name]. We have been impressed with your background and experience, and we look forward to your leadership and contributions to our team.

Position: [Position Title]

Department: [Department Name]

Reporting to: [Supervisor Name/Title]

Start Date: [Proposed Start Date]

Compensation:

Your base salary will be [Base Salary Amount], paid on a [Pay Frequency] basis. You will also be eligible for [Bonus/Commission/Incentive structure, if applicable].

Benefits:

You will be eligible to participate in [Company Name]'s benefits programs, which currently include [health insurance, retirement plans, vacation and paid time off, etc.].

Terms and Conditions:

This offer is contingent upon successful completion of [background check, reference check, etc.]. Employment with [Company Name] is at-will, which means either you or the company may terminate employment at any time, with or without cause or notice.

Please indicate your acceptance of this offer by signing and returning this letter by [Acceptance Deadline].

We look forward to welcoming you to the team.

Sincerely,

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

Signature

Date