

[Today_Date]

Dear [Candidate],

We're delighted to extend this offer of employment for the position of [Job] with [Company]. Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be [Start_Date] or another mutually agreed upon date and you would report to [Direct_Manager].

Please find below the terms and conditions of your employment, should you accept this offer letter:

Position. Your title will be [Job], and you will report to [Direct_Manager].

Cash Compensation. The Company will pay you a starting salary at the rate of [Salary], **minus applicable taxes**, payable in accordance with the Company's standard payroll schedule, beginning [Start_Date]. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

Bonus (or Commission) potential. In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company's Chief Executive Officer and approved by the Company's Board of Directors. Your target bonus will be paying out up to [Bonus]% of your annual base salary. Any bonus for the fiscal year in which your employment begins will be prorated, based on the number of days you are employed by the Company during that fiscal year.

Employee Benefits. As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. In addition, you will be entitled to paid vacation of [Paid_Time_Off] days per year, in accordance with the Company's vacation policy.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before [Offer_Expiration_Date]. Upon your acceptance of this employment offer, [Company] will provide you with the necessary paperwork and instructions.

Sincerely,

[Sender_Name]

[Candidate_Signature]

[Candidate]