

# Employment Contract Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you the offer of employment for the position of [Job Title] with [Company Name], effective [Start Date]. This role is classified as an executive position within our organization.

## Terms of Employment:

- **Salary:** [Insert Salary] per annum, payable in bi-weekly installments.
- **Benefits:** [Briefly list benefits such as health insurance, retirement plans, etc.]
- **Work Schedule:** [Specify the expected work hours/days]
- **Reporting Structure:** You will report directly to [Supervisor's Name/Title].

Your performance will be evaluated regularly, and you will be eligible for bonuses and promotions based on your contributions and the company's performance.

Please sign and return this letter by [Return Date] to confirm your acceptance of this offer. We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

## Acceptance

I, [Candidate's Name], accept the above employment offer.

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[Candidate's Signature]

[Date]