

Executive Suite Contract

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position Title]

Company: [Insert Company Name]

Company Address: [Insert Company Address]

Dear [Employee Name],

We are pleased to offer you the position of [Position Title] within [Company Name] under the following terms:

1. Position and Responsibilities

You will be responsible for [briefly describe responsibilities]. Your effective start date will be [insert date].

2. Compensation

Your annual salary will be [insert amount], payable in monthly installments. You will also be eligible for [insert bonuses, stock options, etc.].

3. Benefits

You will be entitled to standard company benefits, including [list benefits such as health insurance, retirement plans, etc.].

4. Termination

Either party may terminate this agreement with [insert notice period] notice, under the terms outlined in the company policy.

5. Confidentiality

You agree to maintain confidentiality regarding all proprietary information of [Company Name].

We are excited to welcome you to our team and look forward to your contributions to [Company Name]. Please sign below to confirm your acceptance of this contract.

[Employee Name]

Date: _____

[Authorized Signatory Name]

[Title]

Date: _____