

# Executive Employment Agreement

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

**Dear [Employee Name],**

We are pleased to offer you the position of Head of Human Resources at [Company Name]. This letter outlines the terms of your employment with us.

## **1. Position**

Your title will be Head of Human Resources, reporting directly to the [CEO/COO]. You will be responsible for overseeing all human resources functions within the organization.

## **2. Compensation**

Your annual salary will be [Insert Salary Amount], payable in accordance with the company's standard payroll schedule.

## **3. Benefits**

You will be entitled to participate in the company's benefit plans, including health insurance, retirement plans, and paid time off, as outlined in the Employee Handbook.

## **4. At-Will Employment**

Your employment with [Company Name] is on an at-will basis, meaning either you or the company can terminate the employment relationship at any time, with or without cause.

## **5. Confidentiality**

You agree to keep confidential any proprietary information of the company and not disclose it without prior written consent.

Please indicate your acceptance of this offer by signing below and returning a copy of this letter by [Insert Deadline]. We look forward to having you on our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

**Acceptance**

I, [Employee Name], accept the terms outlined in this employment agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_