

Executive Position Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer for the position of [Job Title] at [Company Name]. We believe your skills and experience will be a valuable addition to our team.

Offer Details:

- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **Salary:** \$[Salary] per year
- **Bonus:** [Bonus Structure]
- **Benefits:** [List of Benefits]
- **Reporting To:** [Supervisor's Name & Title]

This offer is contingent upon [background checks, drug testing, etc.]. We are excited about the possibility of you joining our team. Please sign and return this letter by [Response Deadline Date] to confirm your acceptance of this offer.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Acceptance of Offer:

I, [Candidate's Name], accept the offer for the position of [Job Title].

Signature: _____

Date: _____