

Job Offer: [Executive Position Title]

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to extend an offer for the position of [Executive Position Title] with [Company Name]. As you may know, due to our ongoing growth and development, we are relocating our office to [New Location], effective [Relocation Date]. We believe this move will provide significant opportunities for our team and enhance our operational capabilities.

In this role, you will be expected to [Brief Description of Responsibilities]. Your expertise and leadership will be crucial as we transition to our new location. We are excited about the possibilities that lie ahead.

The terms of your employment are as follows:

- **Salary:** [Insert Salary]
- **Benefits:** [Insert Benefits]
- **Start Date:** [Insert Start Date]
- **Relocation Package:** [Insert Details if applicable]

Please review the enclosed documentation for further details regarding your employment terms and our relocation plans. We encourage you to reach out with any questions or concerns you may have.

We are looking forward to welcoming you to our new office and are excited about the future we will build together.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]