

Senior Executive Appointment 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 an offer of appointment to the position of [Position Title] at [Company Name]. We believe that your skills and experience will be an excellent fit for our team.

Your start date will be [Start Date]. Your initial compensation will be [Salary] per [Year/Month/Hour], plus additional benefits as outlined in the attached document.

As a [Position Title], you will report directly to [Supervisor's Name] and be responsible for [Brief Summary of Job Responsibilities]. We are excited about the potential contributions you can make to our organization.

Please review the attached offer details and, if you agree to the terms, sign and return a copy to us by [Date]. We look forward to welcoming you to [Company Name].

If you have any questions, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]