

Vice President Position Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip]

Dear [Candidate's Name],

We are pleased to extend to you an offer for the position of Vice President at [Company Name]. After reviewing your qualifications and experience, we are confident that you will be a valuable addition to our leadership team.

Your starting date will be [Insert Start Date], and you will report directly to [Insert Supervisor's Name], [Supervisor's Position]. Your base salary will be [Insert Salary], and you will be eligible for our benefits program, including health insurance, retirement plans, and paid time off.

Please find attached the official job description and additional details of your compensation package for your review. We request that you confirm your acceptance of this offer by [Insert Deadline Date].

We look forward to welcoming you to [Company Name]. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip]

[Contact Information]