

Executive Employment Terms

Date: [Insert Date]

To: [Executive Name]

[Executive Address]

Dear [Executive Name],

We are pleased to offer you the position of [Position Title] with [Company Name]. This letter outlines the terms and conditions of your employment.

1. Position and Duties

You will serve as [Position Title], reporting to [Supervisor's Name]. Your duties will include [Briefly describe duties].

2. Compensation

Your starting salary will be [Salary Amount], paid bi-weekly. You will also be eligible for [bonuses, stock options, etc.].

3. Benefits

You will be entitled to [list benefits such as health insurance, retirement plans, vacation days, etc.].

4. Termination

Your employment may be terminated by either party with [X] weeks notice. Grounds for immediate termination include [list grounds].

5. Confidentiality and Non-Compete

You agree to adhere to the company's policies regarding confidentiality and non-compete agreements.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Your Name]
[Your Position]
[Company Name]

Accepted by: _____
[Executive Name]