

Executive Job Offer Notice Form

This **executive job offer notice form** sample letter provides a professional template to formally present a job offer to a potential executive candidate. It outlines the key terms and conditions of employment clearly and concisely. Using this template ensures effective communication and sets the tone for a successful onboarding process.

Date: [Date]

[Candidate's Name]
[Candidate's Address Line 1]
[Candidate's Address Line 2]
[City, State ZIP]

Dear [Candidate's Name],

We are pleased to extend to you this formal offer of employment for the position of [Job Title] at [Company Name]. We are confident that your knowledge, skills, and experience will make a significant contribution to our executive team.

Position and Start Date

Your start date will be [Start Date]. You will report directly to [Supervisor/Manager Name and Title].

Compensation and Benefits

- **Base Salary:** [Amount] per year, payable in accordance with our standard payroll schedule.
- **Bonus:** Eligible for an annual performance bonus, subject to company policies.
- **Benefits:** [Brief summary; e.g., health, dental, 401(k), paid time off, etc.]
- **Other Perks:** [e.g., relocation assistance, company car, stock options, etc., if applicable]

Terms and Conditions

- This offer is contingent on successful completion of background checks and reference verification.
- Employment with [Company Name] is at-will, meaning either party can terminate the relationship at any time, with or without cause or notice.
- Additional terms and conditions may be outlined in the Executive Employment Agreement.

Please sign and return this letter by [Offer Expiry Date] to confirm your acceptance of this offer. If you have any questions or require additional information, please feel free to contact [Contact Name, Title, and Contact Information].

We are excited at the prospect of you joining our team and look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]

Acceptance of Job Offer

I, [Candidate's Name], accept the offer for the position of [Job Title] at [Company Name] under the terms stated above.

Signature: _____ Date: _____