

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: _____