[On Letter Head]

[Company Name]

[Company Address]

[City, State, Country]

[Date]

[Employee's Full Name]

[Employee's Address]

[City, State, Country]

Dear [Employee's First Name],

Re: Appointment as Chief Executive Officer (CEO) of [Company Name]

We are pleased to formally offer you the position of [Chief Executive Officer (CEO)] at [Company Name].

After an extensive internal interactions and consideration, it is our belief that your skills, experience, and vision align perfectly with our company's goals and values.

This appointment reflects our confidence in your ability to lead [Company Name] towards greater heights and to drive innovation, growth, and success in the industry. We believe that your leadership will help us achieve our strategic objectives and continue to build upon our reputation for excellence.

Key details of your Appointment are:

* **Position:** Chief Executive Officer (CEO)
* **Reporting to:** [Name and Title of the Person You Will Report To], [Their Department]
* **Start Date:** [Starting Date]
* **Compensation:** Your compensation package will include a competitive base salary of [Base Salary Amount], along with performance-based bonuses and benefits as outlined in our benefits package. Details of your compensation and benefits will be provided separately.
* **Equity:** Details
* **Perks:** Details
* **Work Schedule:** As the CEO, you will be expected to adhere to a flexible work schedule that accommodates the needs of the business.

Your role as CEO will encompass a wide range of responsibilities, including strategic planning, business development, operational oversight, and fostering a culture of collaboration and innovation. We have every confidence that your leadership will steer [Company Name] towards continued success.

Please note that your appointment is contingent upon the successful completion of any background checks or reference verifications that may be required by the company policy.

To confirm your acceptance of this appointment, please sign and return a copy of this letter no later than [Acceptance Deadline].

We look forward to welcoming you to the [Company Name] family and are excited about the future prospects under your leadership. If you have any questions or require additional information, please don't hesitate to contact [HR Contact Name] in the Human Resources department at [HR Contact Email] or [HR Contact Phone Number].

Once again, congratulations on your appointment as CEO of [Company Name]. We are excited to have you on board and are confident that you will contribute significantly to the company's growth and success.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Your Email Address]

I hereby accept the appointment as Chief Executive Officer (CEO) at [Company Name] under the terms and conditions outlined above.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Employee's Full Name]

[Employee's Signature]