[Company Name]  
[Address]

Subject: Re-employment offer at [X]  
  
Dear Smith,

Being CEO of Nishat international, I am pleased to offer you the position of chief financial officer in this company. Since you have already served this company for more than 30 years, it is my pleasure to see you back in the company. In case you accept this offer letter, you are directed to report to Mr. Garry, Head of HR department within 15 days of issuance of this letter. With this offer letter, you are being allowed to take the following benefits:

1. Your salary package will be $300,000 per annum including your basic salary as $180,000 plus an annual increment limited to 20 percent of your basic salary. Note that this increment will be subjected to satisfactory performance of yourself and your team.
2. You will also be entitled to use the company car for your own use in addition to the company’s matters. In lieu of fuel, an amount equivalent to $1000 per month will be added to your salary.
3. Since you are expected chief financial officer, your job responsibilities will be to look after all matters pertaining to be financial in nature. However, your job responsibilities may change as and when required, as desired by CEO and stakeholders.
4. You will be entitled to purchase 100,000 shares of this company. In addition, you can also be considered for future grants and the company may also entitle you to purchase stock options, and later, you can also convert your option to restricted stock.

The company’s board of directors will evaluate your performance every year. Your contract will be renewed every year on recommendations from the board of directors. However, it must be noted that this contract is pure temporary in nature and may be terminated at any stage of your re-employment.

I hope you have read all the terms and conditions of this contract letter. If you want to join us again, we will say you a warm welcome and advise you to join as soon as possible. You may contact the company’s head office if you have any further queries in this regard.

Sincerely,

Michael Johnson