

****[Your Company Letterhead]****
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

****Subject: Appointment Letter for Chief Financial Officer****

We are pleased to formally offer you the position of Chief Financial Officer (CFO) at [Company Name], effective [Start Date]. This letter outlines the terms of your appointment.

****Position Details:****

- ****Title:**** Chief Financial Officer
- ****Department:**** Finance
- ****Reporting to:**** [Name of the CEO or relevant executive]

****Compensation and Benefits:****

- ****Base Salary:**** [Amount] per annum, paid bi-weekly/monthly.
- ****Bonus Structure:**** [Describe any performance-related bonuses].
- ****Benefits:**** [List health insurance, retirement plans, stock options, etc.].

****Duties and Responsibilities:****

As CFO, you will be responsible for overseeing all financial operations, including:

1. Financial planning and risk management.
2. Financial reporting and compliance.
3. Developing strategies for growth and investment.
4. Managing relationships with auditors and stakeholders.

****Confidentiality Agreement:****

You will be required to sign a confidentiality agreement as part of your employment terms.

****At-Will Employment:****

Your employment with [Company Name] is at-will, meaning either party may terminate the relationship at any time.

Please signify your acceptance of this appointment by signing and returning a copy of this letter by [Return Date]. We are excited about your joining our team and look forward to your contributions to our continued success.

Sincerely,

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

****Acceptance:****

I, [Recipient's Name], accept the position of Chief Financial Officer at [Company Name] under the terms outlined above.

Signature: _____

Date: _____