

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appointment Letter for Chief Financial Officer

We are pleased to inform you that you have been appointed as the Chief Financial Officer (CFO) of [Company Name], effective [Start Date]. In this role, you will be responsible for the following:

1. Conducting the financial planning and analysis for the organization.
2. Overseeing financial reporting and compliance with relevant regulations.
3. Managing the company's financial risks and developing risk management strategies.
4. Formulating and executing the financial strategy in alignment with the company's goals.
5. Leading the finance team and ensuring optimal performance.

Your annual salary will be [Salary Amount], with additional benefits including [Benefits Details].

Please sign and return a copy of this letter by [Response Deadline] to confirm your acceptance of this position.

We are excited to welcome you to our team and look forward to your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]

Enclosures: Job Description, Employment Agreement