

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer of employment for the position of Chief Financial Officer (CFO) at [Company Name]. We were impressed by your experience and vision, and we believe you will be an invaluable asset to our team.

**\*\*Position:\*\*** Chief Financial Officer

**\*\*Start Date:\*\*** [Proposed Start Date]

**\*\*Salary:\*\*** [Salary Amount]

**\*\*Reporting to:\*\*** [Supervisor's Name/Title]

As CFO, you will be responsible for overseeing the financial operations of the company, including financial planning, risk management, record-keeping, and financial reporting. Your role will be critical in supporting our strategic initiatives and ensuring the company's financial health.

**\*\*Benefits Package:\*\***

- [Details of health insurance benefits]

- [Details of retirement plans]

- [Additional benefits, e.g., bonus structure, paid time off, etc.]

We would like you to review the terms and confirm your acceptance by [Acceptance Deadline]. Please sign and return a copy of this letter to indicate your acceptance of the position.

We are looking forward to welcoming you to the [Company Name] family. Please feel free to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

[Enclosures: Offer acceptance form, job description, etc.]