

[Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appointment Letter for Chief Financial Officer (CFO)

We are pleased to inform you that you have been appointed as the Chief Financial Officer (CFO) of [Company Name], effective [Start Date]. This appointment reflects our confidence in your abilities to lead our financial department and contribute to the strategic growth of the organization.

1. ****Position Title****: Chief Financial Officer (CFO)

2. ****Reporting To****: [Name/Title of the superior]

3. ****Responsibilities****: You will be responsible for overseeing all financial aspects of the company, including but not limited to budgeting, financial forecasting, and ensuring compliance with financial regulations.

4. ****Compensation****: Your starting annual salary will be [Salary Amount], payable in [monthly/bi-weekly] installments. Additional incentive compensation may be awarded based on performance.

5. ****Benefits****: As a full-time employee, you will be eligible for the company's benefits program, which includes [list of benefits, e.g., health insurance, retirement plans, etc.].

6. ****Confidentiality Agreement****: You will be required to sign a confidentiality agreement as part of your employment.

7. ****At-Will Employment****: Your employment with [Company Name] is at-will, meaning you or the company can terminate the employment relationship at any time, with or without cause or notice.

Please sign and return a copy of this letter by [return date] to confirm your acceptance of this position. We are excited to have you join our team and look forward to your leadership in achieving our financial goals.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Acknowledgment and Acceptance:

I, [Recipient Name], accept the position of Chief Financial Officer (CFO) at [Company Name] under the terms outlined in this appointment letter.

Signature: _____

Date: _____