

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

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

****Subject: Appointment Letter for Chief Financial Officer (CFO)**

Position**

We are pleased to offer you the position of Chief Financial Officer (CFO) at [Company Name], effective [Start Date].

****1. Position****

As CFO, you will be responsible for overseeing all financial aspects of our company, including strategic planning, forecasting, budgeting, and financial reporting. You will report directly to the [CEO/Board of Directors].

****2. Salary and Benefits****

- ****Base Salary:**** [Amount] per annum, payable in accordance with the company's payroll schedule.

- ****Bonus Structure:**** Eligibility for an annual performance-based bonus of up to [Percentage or Amount].

- ****Stock Options:**** You will be granted [number] stock options as part of your compensation package, subject to our stock option plan.

- ****Benefits:**** You will be entitled to the company's standard benefits package, including health insurance, retirement plans, and paid time off as per company policy.

****3. Work Schedule****

Your regular hours will be [start time] to [end time], [days of the week]. Flexibility in hours may be required based on business needs.

****4. Terms of Employment****

This position is classified as [Full-time/Part-time/Exempt/Non-exempt]. Employment is at-will, meaning either party may terminate the employment relationship at any time, with or without cause.

****5. Confidentiality and Non-Compete Agreement****

As part of your acceptance of this position, you will be required to sign our confidentiality agreement and non-compete agreement to protect the interests of [Company Name].

****6. Acceptance****

Please signify your acceptance of this offer by signing and returning this letter by [Deadline for Acceptance].

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

Warm regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

****Acceptance Signature:****

[Candidate's Name]

Date: _____