

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

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

****Subject: Appointment as Chief Financial Officer****

We are pleased to formally offer you the position of Chief Financial Officer (CFO) at [Company Name], effective [Start Date]. This decision reflects our confidence in your abilities to lead our financial strategy and operations.

****Terms of Employment:****

- ****Position:**** Chief Financial Officer (CFO)

- ****Department:**** Finance

- ****Reporting to:**** [Supervisor's Title, e.g., Chief Executive Officer]

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

- ****Bonus Structure:**** Eligibility for annual performance bonuses as per company policy.

- ****Benefits:**** [List benefits, e.g., health insurance, retirement plans, etc.]

- ****Work Hours:**** [Specify work hours and any flexibility, if applicable]

- ****Location:**** [Office Location]

Your responsibilities will include but are not limited to overseeing financial planning, managing financial risks, record-keeping, and financial reporting.

We are excited to have you join our team and contribute to [Company Name]'s success. Please sign and return a copy of this letter by [Response Date] to confirm your acceptance of the offer.

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]

****Acceptance:****

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

[Recipient Name]

Date: _____