

[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 to you for the position of Chief Financial Officer (CFO) at [Company Name]. We are excited about the skills and experience you bring to our team.

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

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

**\*\*Department:\*\*** Finance

**\*\*Reporting To:\*\*** [Supervisor's Name and Title]

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

**\*\*Benefits:\*\*** [Brief Overview of Benefits]

Your responsibilities will include overseeing all financial aspects of the company, developing financial strategies, managing budgeting processes, and ensuring compliance with financial regulations.

This offer is contingent upon the successful completion of [background checks, etc.]. Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline].

We look forward to your leadership and contributions at [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

**\*\*Acknowledgment:\*\***

I, [Candidate's Name], accept the position of Chief Financial Officer at [Company Name] as outlined above.

[Signature]

[Date]