

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to formally offer you the position of Chief Financial Officer (CFO) at [Company Name]. We are confident that your expertise and leadership will significantly contribute to our ongoing success and growth.

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

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

****Reporting To**:** [Supervisor/CEO Name]

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

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

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

As CFO, you will be responsible for overseeing all financial aspects of our company, including budgeting, forecasting, financial reporting, and strategic planning. Your experience in [specific skills/experience relevant to the position] will be invaluable to our team.

Please sign and return a copy of this letter by [Response Date] to confirm your acceptance of this offer. We look forward to welcoming you aboard and are excited about the leadership you will bring to our financial team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

Enclosures: [Additional Documents]