

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appointment as Chief Financial Officer

We are pleased to inform you that the Board of Directors of [Company Name] has approved your appointment as the Chief Financial Officer (CFO), effective [Start Date].

In your role as CFO, you will be responsible for overseeing the financial operations of the company, including financial planning, risk management, record-keeping, and financial reporting. Your leadership will be critical in driving our financial strategy and ensuring our continued success.

As discussed, your starting salary will be [Salary Amount] per annum, along with [details of any bonuses, stock options, and benefits]. Your role will report directly to the CEO and be a key part of the executive team.

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

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

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I accept the appointment as CFO of [Company Name].

[Recipient's Signature]

[Date]