

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been appointed as the Chief Financial Officer (CFO) of [Company Name], effective [start date].

Your responsibilities will include overseeing the financial operations of the company, including budgeting, forecasting, and financial reporting.

You will play a key role in strategic planning and will report directly to the [CEO/Board of Directors].

As part of your compensation package, you will receive an annual salary of [salary amount], along with [any bonuses, stock options, or additional benefits].

Please sign and return this letter by [response deadline] to indicate your acceptance of this position.

We are excited about the contributions you will make to [Company Name] and look forward to working together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Signature]