

[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].

****1. Position Details****

- Title: Chief Financial Officer
- Start Date: [Start Date]
- Reports to: [Reporting Structure]

****2. Compensation and Benefits****

- Annual Salary: [Salary Amount]
- Bonuses: [Bonus Structure]
- Benefits: [Health, Retirement, etc.]

****3. Responsibilities****

- [List Key Responsibilities]

****4. Terms of Employment****

- At-Will Employment: [Statement about at-will employment, if applicable]
- Confidentiality Agreement: [Mention any confidentiality requirements]
- Non-Compete Clause: [Mention any non-compete requirements, if applicable]

****5. Acceptance****

Please sign and return a copy of this letter by [Acceptance Deadline] to confirm your acceptance of this offer.

We are excited about the prospect of you joining the executive team at [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

****Acceptance of Offer****

I, [Recipient Name], accept the position of Chief Financial Officer at [Company Name] as detailed above.

Signature: _____

Date: _____