

[Your Company's 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].

In this role, you will report directly to the [CEO/Board of Directors] and will be responsible for overseeing the financial operations of the company, including budgeting, forecasting, and reporting.

Your compensation will be [Salary] per annum, with additional benefits including [list any additional benefits such as bonuses, stock options, health insurance, retirement plans, etc.].

Please sign and return a copy of this letter to confirm your acceptance of this position.

We are excited to welcome you to the team and look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Enclosure: Job Description, Terms of Employment]