

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to offer you the position of Chief Financial Officer at [Company Name], effective [Start Date]. Your expertise and experience will be invaluable to our organization as we strive for continued growth and success.

As discussed, your annual salary will be [Salary Amount], along with [any additional benefits or perks]. Please sign and return this letter by [Response Deadline] to confirm your acceptance.

Welcome to the team, and we look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]