

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have been appointed to the position of Finance Executive at [Company Name], effective [Start Date]. This letter serves as a formal appointment and outlines the terms and conditions of your employment.

****Position:****

Your designation will be Finance Executive, reporting directly to [Supervisor's Name/Title]. You will be responsible for the following key duties:

- Manage financial planning and budgeting processes
- Conduct financial analysis and forecasting
- Prepare monthly and quarterly financial reports
- Ensure compliance with financial regulations and standards
- Collaborate with other departments for financial visibility

****Compensation and Benefits:****

- ****Salary:**** Your starting annual salary will be [Salary Amount], payable bi-weekly/monthly.

- ****Benefits:**** You will be eligible for company benefits, including health insurance, retirement plans, paid time off, and other perks outlined in the employee handbook.

****Work Hours:****

Your regular working hours will be from [Start Time] to [End Time], [Days of the Week].

****Probationary Period:****

You will be on a probationary period of [Length of Probation] from your start date, after which your performance will be evaluated for potential confirmation in the position.

****Confidentiality Agreement:****

Please note that upon acceptance of this position, you will be required to sign a confidentiality agreement to protect the sensitive financial information of the company.

To confirm your acceptance of this offer, please sign and return a copy of this letter by [Response Deadline].

We are excited to have you on board and look forward to your contributions to [Company Name]. Should you have any questions, please feel free to contact me directly.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Signature]

****Acceptance:****

I, [Employee Name], accept the position of Finance Executive at [Company Name] under the conditions stated above.

[Employee Signature]

[Date]