

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer of employment for the position of Chief Financial Officer (CFO) at [Company Name], effective [Start Date]. After careful consideration of your experience and vision, we are excited about the potential contributions you will make to our organization.

****Position:**** Chief Financial Officer

****Reporting to:**** [Name/Title of the Reporting Manager]

****Start Date:**** [Start Date]

****Compensation:**** [Salary/Benefits details]

****Work Schedule:**** [Work hours, remote/hybrid details, etc.]

****Key Responsibilities:****

- Oversee the financial operations of the company.
- Develop financial strategies aligned with [Company Name's] goals.
- Manage budgeting processes and financial forecasting.
- Ensure compliance with financial regulations.
- Lead financial planning and analysis.

****Onboarding Process:****

You will complete an onboarding process to facilitate your transition into your new role. Details will be provided by [HR/Specific Personnel]. Please sign and return a copy of this letter to confirm your acceptance of this offer by [Acceptance Deadline Date]. We are looking forward to welcoming you to [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

****Acceptance:****

I, [Candidate's Name], accept the terms and conditions of this employment offer.

Signature: _____

Date: _____