

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to formally offer you the position of Chief Financial Officer (CFO) at [Company Name]. Your extensive experience and leadership in financial management make you an ideal candidate for this role.

In your capacity as CFO, you will report directly to the [CEO/Board of Directors] and will be responsible for overseeing all financial functions of the company, including budgeting, forecasting, financial reporting, and compliance.

Your start date will be [Start Date], and you will receive a salary of [Salary Amount], along with [any additional benefits or bonuses relevant to the role].

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

We are excited about the prospect of you joining our team and look forward to your leadership in shaping the financial future of [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Enclosure: Employment Agreement]