

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appointment as Chief Financial Officer

We are pleased to inform you that you have been appointed as the Chief Financial Officer (CFO) of [Company Name], effective [Start Date].

Your primary responsibilities will include overseeing our financial operations, developing strategic financial goals, and ensuring compliance with financial regulations. You will report directly to the [CEO/Board of Directors].

Your annual salary will be [Salary Amount], along with [mention any bonuses, stock options, or benefits].

Please find enclosed the terms and conditions of your employment for your review. We look forward to your leadership in our financial strategies and growth.

Congratulations!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Enclosures: Terms and Conditions of Employment]