

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of Chief Financial Officer (CFO) at [Company Name], effective [Start Date]. Your extensive experience and leadership in financial management make you an excellent fit for our organization.

As CFO, you will be responsible for overseeing all financial aspects of the company, including financial planning, risk management, record-keeping, and financial reporting. You will report directly to the Chief Executive Officer and be part of the executive leadership team.

Your starting annual salary will be [Salary Amount], payable in bi-weekly installments. Additionally, you will be eligible for [mention any bonuses, stock options, or other benefits], subject to the terms of our company policies.

This offer is contingent upon the successful completion of background checks and reference checks. Please sign and return a copy of this letter by [Response Deadline] to confirm your acceptance of the position.

We welcome you to the team and look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Enclosure: Acceptance Form]