

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are thrilled to formally extend an offer to you for the position of Chief Financial Officer (CFO) at [Your Company Name]. Your impressive background in finance and strategic leadership aligns perfectly with our vision for the future of our organization.

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

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

****Reporting To**:** [CEO/Board/Other Title]

****Compensation Package**:**

- Base Salary: [Base Salary Amount]

- Performance Bonus: [Details of Bonus Structure]

- Stock Options: [Details of Stock Options, if applicable]

- Benefits: [Overview of Benefits Provided]

Your responsibilities will include, but are not limited to:

- Developing the financial strategy of the company

- Overseeing all financial operations

- Ensuring compliance with financial regulations

- Collaborating with executive team members on business strategies

We believe your expertise will greatly enhance our financial performance and contribute to [Your Company Name]'s growth. We are excited about the innovative perspectives you will bring to our team.

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Response Deadline]. If you have any questions or require further information, feel free to reach out to us.

Welcome to [Your Company Name]! We look forward to embarking on this journey together.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Enclosure: Offer Acceptance Agreement]

[Signature Line for Acceptance]

I, [Recipient's Name], accept the position of Chief Financial Officer at [Your Company Name].

Signature: _____

Date: _____