

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of VP of Finance Duties

I am writing to formally confirm your duties and responsibilities as the Vice President of Finance at [Company Name]. Your role is critical to the financial health and strategic planning of the organization.

****Key Duties and Responsibilities:****

1. Oversee financial planning and analysis, including budgeting and forecasting.
2. Manage the company's financial reporting, ensuring compliance with relevant regulations.
3. Develop financial strategies to support business growth and sustainability.
4. Collaborate with other departments to optimize financial performance.
5. Lead a team of finance professionals to maintain accuracy and timeliness in financial data.

Please feel free to reach out if you have any questions or require further clarification regarding your role.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]