

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Candidate Name]  
[Candidate Address]  
[City, State, Zip Code]

**RE: Offer of Employment - Chief Financial Officer**

Dear [Candidate Name],

We are pleased to offer you the position of Chief Financial Officer (CFO) at [Company Name]. We believe your experience and leadership will be instrumental in driving our financial strategy and long-term growth.

**1. Position and Duties**

As CFO, you will report directly to the [Chief Executive Officer/Board of Directors]. You will be responsible for overseeing all financial operations, including financial planning, risk management, record-keeping, and financial reporting.

**2. Commencement Date**

Your employment will begin on [Start Date].

**3. Compensation**

Your annual base salary will be \$[Amount], payable in [Monthly/Bi-weekly] installments, subject to standard payroll deductions and withholdings.

**4. Executive Bonus**

You will be eligible for an annual performance bonus with a target of [Percentage]% of your base salary. This bonus is based on the achievement of specific corporate and individual key performance indicators (KPIs).

**5. Equity Participation**

Subject to approval by the Board of Directors, you will be granted [Number] [Stock Options/Restricted Stock Units]. These will vest over a [Number]-year period according to the company's equity incentive plan.

**6. Benefits**

You will be entitled to participate in the company's executive benefits package, which includes [Health/Dental/Vision insurance, 401(k) matching, and Life Insurance]. You will also receive [Number] weeks of paid time off (PTO) annually.

**7. Termination and Severance**

In the event of termination without cause, you will be eligible for a severance package totaling [Number] months of base salary, subject to the terms of the formal Executive Employment Agreement.

**8. Contingencies**

This offer is contingent upon the successful completion of a background check, reference checks, and your ability to provide legal proof of authorization to work in [Country].

Please indicate your acceptance of this offer by signing and returning this letter by [Expiration Date].

Sincerely,

[Signature]  
[Name of Authorized Representative]  
[Title]

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**Acceptance:**

I, [Candidate Name], accept the offer of Chief Financial Officer under the terms and conditions outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_