

# Invitation for Temporary CFO Role Assignment

Dear [Employee Name],

We are pleased to inform you that you have been selected for the temporary assignment of Chief Financial Officer (CFO) at [Company Name] for the period of [Start Date] to [End Date].

Your extensive experience and expertise in financial management make you an ideal candidate for this role. During this period, you will be responsible for overseeing our financial operations, including budgeting, forecasting, and strategic financial planning.

We believe that your leadership will greatly contribute to our ongoing success and help navigate through this transitional phase.

Kindly confirm your acceptance of this temporary assignment by [Response Date]. Should you have any questions or require further details, please feel free to reach out.

Congratulations on this opportunity!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]