

Appointment Letter Of Company Secretary

[Company Letterhead]

[Date]

[Employee Name]

[Address]

[City, State ZIP Code]

Dear [Employee Name],

We are pleased to inform you that we have selected you to be our Company Secretary, effective [Start Date].

Your job responsibilities will include, but not be limited to, ensuring compliance with all legal and regulatory requirements, managing our company's corporate governance, advising the board on legal and regulatory matters, and overseeing the annual general meeting.

Your employment will be on a full-time basis, and you will be reporting directly to the Board of Directors. Your starting salary will be [Salary Amount] per year.

We are confident that you will bring your expertise and experience to this role and make significant contributions to the success of our company.

Please review the enclosed Employee Handbook and complete the necessary paperwork before your start date.

We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Title]

[Company Name]