

Professional appointment letter for a company secretary role

Subject: Appointment as Company Secretary

Dear [Candidate Name],

We are pleased to formally appoint you as the Company Secretary of [Company Name], effective from [Start Date]. This appointment has been approved by the Board of Directors during the meeting held on [Date of Board Meeting].

Your responsibilities will include ensuring compliance with statutory regulations, maintaining corporate records, and advising the Board on governance matters. The terms of your appointment, including remuneration and benefits, are outlined in the attached document.

We look forward to your valuable contribution and dedication to the organization. Please acknowledge your acceptance of this appointment by signing and returning a copy of this letter.

Sincerely,

[Name]

[Designation]

[Company Name]

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