

Informal appointment communication via email

Subject: Welcome Aboard as Company Secretary

Hi [Candidate Name],

We are excited to have you join [Company Name] as our new Company Secretary starting [Start Date]. Your role will involve overseeing statutory compliance and advising the board on governance matters.

Looking forward to working with you. Please let us know if you accept this appointment by replying to this email.

Cheers,

[Name]

[Designation]

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