

Formal letter detailing roles and duties of company secretary

Subject: Appointment to the Position of Company Secretary

Dear [Candidate Name],

We are pleased to appoint you as the Company Secretary of [Company Name], effective [Start Date]. Your key responsibilities include:

- Ensuring compliance with company law and regulatory requirements.
- Preparing board agendas and maintaining minutes.
- Advising the management on corporate governance and statutory obligations.
- Filing necessary reports and returns with regulatory authorities.

Please sign and return a copy of this letter to confirm your acceptance.

Sincerely,

[Name]

[Designation]

[Company Name]

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