

Warm and appreciative tone welcoming new company secretary

Subject: Appointment as Company Secretary

Dear [Candidate Name],

It is our pleasure to officially welcome you as the Company Secretary of [Company Name] starting from [Start Date]. Your expertise and dedication will be invaluable as we continue to grow and maintain our compliance standards.

We are confident that your contributions will have a positive impact on the organization. Kindly confirm your acceptance by signing and returning this letter.

Warm regards,

[Name]

[Designation]

[Company Name]

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