

Appointment letter specifying probationary period

Subject: Appointment as Company Secretary on Probation

Dear [Candidate Name],

We are pleased to appoint you as the Company Secretary of [Company Name], effective from [Start Date]. This appointment is subject to a probationary period of [X months], during which your performance and suitability for the role will be evaluated.

Your responsibilities include statutory compliance, board advisory duties, and maintaining corporate records. Terms of employment during the probation period are outlined in the attached document.

Please confirm your acceptance by signing and returning this letter.

Sincerely,

[Name]

[Designation]

[Company Name]

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