

Formal directors appointment letter template

Subject: Appointment as Director

Dear [Recipient Name],

We are pleased to formally appoint you as a Director of [Company Name] effective from [Start Date].

Your responsibilities will include overseeing company operations, strategic planning, and compliance with regulatory requirements.

We trust in your expertise and look forward to your valuable contribution to the board. Please confirm your acceptance of this appointment at your earliest convenience.

Sincerely,

[Authorized Signatory]

[Title]

[Company Name]

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