

Official directors appointment letter template

Subject: Official Notification of Director Appointment

Dear [Recipient Name],

Following the resolution passed on [Date], you have been officially appointed as a Director of [Company Name]. Your term will commence on [Start Date] and will continue as per company bylaws.

We are confident that your leadership and expertise will greatly contribute to our strategic objectives.

Sincerely,

[Authorized Signatory]

[Title]

[Company Name]

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