

LETTER OF APPOINTMENT

(ON COMPANY'S LETTER HEAD)

(MUST BE SIGNED AND SEALED BY AUTHORISED SIGNATORY OF THE COMPANY)

Date _____

Name

Address

SUBJECT: LETTER OF APPOINTMENT

Dear _____,

With reference to your discussions you had with us, the company is hereby pleased to appoint you as Director in our organization w.e.f. **(dd/mm/yyyy)**. You are expected to discharge the duties assigned to you from time to time with due diligence, integrity and responsibility to the entire satisfaction of the management and also maintain high standard of work expected of you by the company.

Please sign the copy of this letter as a token of your acceptance.

Yours faithfully,

(AUTHORIZED SIGNATORY)

Received & Accepted
Name
Date