**Appointment Letter Format for Company Secretary**

[Company Letterhead, if available]

[Company Name]

[Email Address]

[Date]

Dear [Company Secretary's Name],

We are pleased to offer you the position of Company Secretary at [Company Name], effective [Start Date]. We are confident that your skills and experience will be a valuable addition to our team, and we are excited to have you on board.

Terms and Conditions of Employment:

1. Position: Company Secretary

2. Start Date: [Start Date]

3. Compensation: Your annual salary will be [Salary], payable on a [Payment Schedule], and subject to statutory deductions.

4. Benefits: You will be eligible for [List of Benefits], as per the company's policies.

5. Probation Period: You will be on probation for a period of [Probation Period], during which your performance will be assessed.

Responsibilities:

As a Company Secretary, your responsibilities will include but are not limited to:

- Ensuring compliance with statutory and regulatory requirements.

- Maintaining and filing company records and documents.

- Advising the board on corporate governance and legal matters.

- Overseeing board meetings and related documentation.

- Performing other duties as required by the company.

Termination:

Either party may terminate the employment relationship with written notice, as per the company's termination policies.

Confidentiality:

During your employment, you will have access to confidential company information. You are expected to maintain the strictest confidentiality with respect to this information both during and after your employment.

Please sign and return this letter to confirm your acceptance of the position. If you have any questions or require further information, please do not hesitate to contact us.

We look forward to you joining the [Company Name] team and contributing to our continued success. Your experience and expertise will be an asset to our organization.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Signature, if sending a hard copy]

Accepted by:

[Company Secretary's Name]

[Signature, if sending a hard copy] [Date]