

ON THE LETTERHEAD OF THE COMPANY

*DATE-_____

To,
[NAME OF DIRECTOR],
[RESIDENTIAL ADDRESS]

Dear Sir/Mam,

We are pleased to inform you that your appointment as an additional Director with the immediate effect has been approved by the Board of Directors subject to the approval of the Shareholders of the Company, till the ensuing Annual General Meeting of the Company.

Copy of resolution as approved by the Board of Directors at its meeting held on [DATE OF RESOLUTION] is attached for your reference.

Thanking You,
Yours faithfully,

FOR [NAME OF COMPANY]

[NAME OF AUTHORISED SIGNATORY]
POST
DIN –

Date:
Place:

***DATE SHOULD BE EITHER SAME AS DATE OF BOARD RESOLUTION OR LATER THAN IT.**