(On the letterhead of the company)

**APPOINTMENT LETTER**

Date:

To,

CA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

M/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (name of the firm if applicable)

Chartered Accounts.

**Subject**: Appointment as a statutory auditor(s) of CA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the company)

Dear Sir/Madam,

We are pleased to inform you, that you are/ your firm M/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chartered Accountants (FRN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)/ (Membership no.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) is/are appointed as Statutory Auditor(s) of the company in the Annual General Meeting dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the term of \_\_\_\_\_ years, on such terms and conditions as mutually decided.

Please acknowledge the receipt of this letter.

Thanking You,

For and Behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the company)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Director:

Designation:

DIN:

Date:

Place: