(On the letterhead of the company)

Date:

To,

(Name of the Director)

(Residential address)

**Subject**: Your appointment as an Additional Director of the Company.

Dear Sir/Madam,

Pursuant to resolution passed in the Board Meeting of the company held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, we are pleased to convey you that, you are appointed as an Additional Director on the Board of the Company with immediate effect/with effect from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The other details of your appointment will be communicated to you soon.

We look forward to our mutually beneficial association in the years to come.

Please acknowledge the receipt of this letter.

Thanking you,

For and Behalf of

(Name of the company)

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

Name:

Designation:

DIN: