(On the letterhead of the company)

**Public Company**

Date:

To,

(Name of the Managing Director)

(Residential address)

**Subject**: Your appointment as a Managing 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 a Managing Director on the Board of the

Company for a term of \_\_\_\_\_\_\_\_\_ years with immediate effect/with effect from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your appointment has been made subject to the approval of the shareholders in the ensuing Annual

General Meeting/ General Meeting to be held on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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:

(On the letterhead of the company)

**Private Company**

Date:

To,

(Name of the Managing Director)

(Residential address)

**Subject**: Your appointment as a Managing 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 a Managing Director on the Board of the

Company for a term of \_\_\_\_\_\_\_\_\_ years 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: