Date:

Name of the recipient:

Complete address of the recipient

**Subject: Appointment letter for the secretary**

Dear (use the second name with the salutation),

We are pleased to inform you that the board of directors of the company has decided to appoint you as the full-time secretary in the company. We request you to contact the undersigned so that you can be introduced to the relevant person before you start working as a secretary.

We have decided to appoint you with reference to your application on the following terms and conditions:

1. You will be entitled to receive an amount of salary that will be decided by our board of directors.
2. You will be allowed to take off from the work due to sickness or any type of urgent piece of work. Additionally, you will be given festival holidays.
3. You will have to work on the probation period for six months before you are issued another appointment letter of permanent employment. During this probation period, you can leave the company with the prior notification of 24 hours.
4. As a permanent employee, you will be required to notify the company 2 weeks before your last day. Before you leave the company, you will have to return all the items that you borrowed from the company such as a laptop, etc.
5. You shall not be allowed to disclose confidential information of the company to anyone.

In the end, we look forward to your decision to get associated with our company as a secretary. We request you to sign this appointment letter and send it back to us so that we can be sure about your joining.

Thank you.

Regards,

Name of the company,  
Sender's name  
Designation of the sender in the company  
Signatures of the sender