

EMP071

Directorship

On letterhead of the organi

[Director name]
[Director home address]

Dear [name]

[Company name]
Invitation to a non-execut

It gives me great pleasure
this letter is to set out what

directors. The purpose of
uld accept the invitation.

Let me say at the start that
you are fully aware of what
can give you confidential in
our position. It would there
preliminary to our full discl
confidential to the Board. I
return it to me with any sug

and working relationship that
operate. However, before I
and that we have to protect
a confidentiality letter as a
ould other wise be strictly
consider. Perhaps you could
dated as it is.

When the letter is out of th
Smith and Mary Jones.
service development and M

w hours each with Michael
deals with marketing and

[I enclose a draft agreemer
Exchange Listing Rules.
course it is similar to that g
areas we need to discuss
juncture - that is complianc
Rules at this point simply b

a copy of the London Stock
t to the agreement and of
Please let me know of any
d like to emphasise at this
awing your attention to the
t.]

[I enclose a draft agreem
thought to the agreement
appointment. Please let m
copy of the Model Code Of
Public Bodies. Your compl

I have given considerable
that governing Margaret's
discuss. Attached to it is a
Advisory non-departmental
nportant to all of us.]

Next, I would like to tell yo
myself and my board col
executive directors while M
out any relevant detail of th

se very brief CV details of
th, Michael and Mary are
cutive. We work [Here set

I now look forward to hearin

arrange another meeting.

This document has total 3 pages. Here preview is shown for first 1 page only.