

<<Insert name of Company>> (the Company)

To:

<<insert name of Member & address>>

<<Date>>

Dear <<insert name of Member>>

**Proposed Director's Service Contract**

The Company proposes to employ <<insert name of Member>> as a[n] [executive] director of the Company. It is proposed that <<insert name of Member>> enter into a service agreement with the Company.

As it is proposed that the guarantee of <<insert name of Member>>'s employment with the Company will be <<insert relevant term>> of more than two years during which time the service contract can only be terminated in specified circumstances, the contract will require approval by the members in accordance with section 188 of the Companies Act 2006.

As such, please find enclosed a resolution to approve such term. In accordance with section 188(5) of the Companies Act 2006, I also enclose a memorandum setting out the terms of the proposed service contract.

Once approved, a copy of <<Director's Name>>'s service contract will be made available for inspection at [the Company's registered office].

Please let me know if you have any queries.

Yours faithfully,

.....  
For and on behalf of<sup>3</sup>:  
<<Insert Company Name Limited>>

<sup>1</sup>Section 188 of the Companies Act 2006 also states that the contract must be continued otherwise than at the instance of the Company. If this is relevant, the wording should be amended accordingly.

<sup>2</sup> Most companies will keep their registers at their registered office, but the Companies Act 2006 allows registers to be kept at a Single Alternative Inspection Location (SAIL). If a company uses a SAIL, then Companies House should be informed using form AD02. Note all registers must be kept at one location.

<sup>3</sup> The notice should be signed by the director or secretary of the Company.

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