

<<Insert Company details>> (the Company)

To:

<<insert name of M

<<Date>>

Dear <<insert name

Inspection of Written Terms

The Company employs <<Director's Name>> [, <<Director's Name>> and <<Director's Name>>] as [an] employee.

In accordance with the Companies Act 2006, a company must keep available for inspection by its directors a copy of every director's service contract. If the contract is not in writing, a written memorandum of the terms of the contract must be available instead.

The Company does not have a written service contract[s] with <<Director's Name>> [, <<Director's Name>>] and as such the terms of the contract[s] [is/are] set out in [a memorandum/memoranda]. [This is/These are] available for inspection at [the Company's registered office].¹

Please let me know if you have any queries.

Yours faithfully,

.....
For and on behalf of
<<Insert Company Name>>

¹ Most companies will keep the registers at their registered office address, however the Companies Act 2006 allows registers to be kept at a Single Alternative Inspection Location (SAIL). If a company wishes to register at a SAIL, then Companies House should be informed using form AD02. Note all registers must be kept up to date.
² The notice should be signed by a director or secretary of the company.

