

Official Appointment Letter

Subject: Appointment as Management Representative

Dear [Employee Name],

We are pleased to inform you that you have been appointed as the Management Representative for [Company Name]. This role includes ensuring compliance with our quality management system and reporting directly to top management.

Your responsibilities will include monitoring processes, implementing policies, and facilitating communication between departments to maintain standards. This appointment is effective from [Start Date].

We trust in your capabilities to fulfill this role diligently and contribute to our organizational excellence.

Sincerely,

[Name]

[Designation]

[Company Name]

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