

Formal appointment of safety officer

Subject: Appointment as Safety Officer

Dear [Name],

We are pleased to inform you that you have been formally appointed as the Safety Officer of [Company/Organization Name], effective from [Date]. This appointment reflects our confidence in your ability to uphold the highest standards of workplace health, safety, and compliance.

As Safety Officer, your responsibilities will include monitoring and enforcing safety regulations, conducting safety inspections, preparing risk assessments, training staff on safety protocols, and ensuring compliance with occupational health and safety laws. You are expected to report directly to [Supervisor/Manager's Name] and provide monthly updates regarding safety activities and improvements.

Your appointment is in line with statutory requirements and organizational policy, and we trust that you will execute your duties with integrity, diligence, and professionalism.

Congratulations on your appointment. We look forward to your valuable contributions to maintaining a safe and healthy work environment.

Sincerely,

[Your Name]

[Your Position]

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