

Temporary appointment of safety officer

Subject: Provisional Appointment as Safety Officer

Dear [Name],

We are writing to inform you of your provisional appointment as Safety Officer at [Company Name], effective [Date]. This temporary appointment will remain valid until a permanent officer is appointed or further notice is provided.

Your duties during this provisional term will include overseeing workplace safety, conducting hazard inspections, and reporting potential risks to management. While this role is provisional, your performance will be closely observed to assess suitability for a permanent appointment.

We appreciate your cooperation in accepting this responsibility at short notice and are confident that you will contribute positively to ensuring safety compliance in our organization.

Regards,

[Your Name]

[Your Position]

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