

Internal promotion to safety officer

Subject: Appointment as Safety Officer – Internal Promotion

Dear [Name],

Congratulations! We are delighted to announce your promotion as Safety Officer of [Company Name], effective [Date]. This new role acknowledges your consistent dedication, knowledge of workplace procedures, and demonstrated commitment to safety.

In your new role, you will be responsible for leading all safety initiatives, conducting safety audits, ensuring compliance with legal standards, and training team members on safe practices. Your promotion reflects not only your capability but also the trust the organization places in you.

We believe your leadership will significantly enhance our safety culture, and we look forward to seeing the impact of your contributions.

Best regards,

[Your Name]

[Your Position]

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