

Appointment for contractual safety officer

Subject: Appointment as Contract-Based Safety Officer

Dear [Name],

We are pleased to confirm your appointment as Safety Officer at [Company Name] on a contractual basis, starting from [Date] and ending on [Date], unless renewed. This role is critical to our ongoing compliance with workplace health and safety regulations.

As a contract-based Safety Officer, your scope of work will include regular safety inspections, accident investigation, employee training, and maintaining documentation for audits. You will report to the [Department Head/HR Manager] during this contract period.

Please confirm your acceptance by replying to this email by [Deadline Date]. We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

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