

Casual and quick appointment note

Subject: Safety Officer Appointment

Hi [Name],

Just letting you know that starting [Date], youâ€™ll officially take on the role of Safety Officer here at [Company Name]. Weâ€™ve seen how seriously you take workplace safety, and weâ€™re confident youâ€™ll do a great job in this role.

Your tasks will mainly involve keeping an eye out for hazards, making sure colleagues are aware of safety rules, and reporting anything unusual to management. Nothing too complicatedâ€”we trust your judgment.

Congrats on this responsibility. Letâ€™s keep the workplace safe together!

Cheers,

[Your Name]

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