

Compliance-focused appointment

Subject: Official Appointment as Safety Officer

Dear [Name],

As per the requirements of [Local Safety Act/OSHA Regulations], you are hereby appointed as the Safety Officer of [Company Name], effective from [Date]. This appointment ensures compliance with occupational safety legislation and aligns with our company's commitment to health and safety. Your duties will include coordinating safety procedures, ensuring compliance with statutory safety requirements, maintaining safety documentation, and conducting regular safety drills. Your role is officially recognized by the management and regulatory authorities.

Please sign and return a copy of this letter to confirm acceptance of this appointment.

Sincerely,

[Your Name]

[Your Position]

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