

SAMPLE LETTER OF APPOINTMENT

Dear

I am pleased to confirm your appointment as Safety Co-ordinator/Biological Safety Officer/Radiation Protection Supervisor as of ...

You will report directly to me on all issues concerning health and safety/biological safety/radiation protection in the unit and have executive authority to halt work if you believe there is an immediate risk to staff, property or compliance. You will keep yourself fully briefed and to a level of competence that will allow you to fulfil this role effectively.

A list of duties is attached, a copy of which you should sign and date, and return to me for the file.

Please note that your performance in this role will form part of your annual appraisal.

Yours sincerely

A Director