



Date: xx/xx/xxxx

{Name}
{Department}
{Company}
{Address}

Dear {Name}

LETTER OF APPOINTMENT: QUALITY MANAGEMENT REPRESENTATIVE

1. You are hereby appointed to the above position for the Quality Management System of {Name of Company}. This is an appointment for which you will take responsibility in parallel with your existing job function.
2. Please consider your responsibility as an additional key performance area to your job requirements. Note that you will be measured on your performance and that this will constitute part of your Outputs.
3. Your responsibilities are outlined in detail in the attached document: *QMR Roles and Responsibilities*.
4. You are aware of the commitment of our organisation to quality. To this end you can rely on the full support from the Members and your colleagues in the performance of your duties.

We wish you success with the execution of this challenging task.

Yours sincerely

Managing Director
{Name of Company}