Company Name

October 16, 2014

Dear :

Appointment of Acting Manager of quarrying operation – **State correct company name and location** - pursuant to the Health and Safety in Employment (Mining Operations and Quarrying Operations) Regulations 2013 clauses 14, 16, 21, 24 & 25.

Further to our discussions today, this letter confirms your appointment as the Acting Manager of quarrying operation at, **State location address.** This appointment takes effect from **Date of appointment**.

I will inform all staff and WorkSafe NZ of this appointment.

We have full confidence in your ability to carry out this function.

Yours faithfully,