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| **Company Letterhead** |  |

The Chief Inspector

Worksafe New Zealand

High Hazard Unit

P.O. Box 3705

Wellington

6140

Email: hhu.extractives@worksafe.govt.nz

23rd May 2014

Dear Sir

Appointment of 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.

I wish to advise the appointment of **State persons full names,** as the Manager of quarrying operation at, **State location address**. This appointment takes effect from **Date of appointment**.

The above mentioned appointee has the following relevant experience and qualifications:

* A
* B
* C
* D
* E

***\*Supply evidence of the above***

The company is confident that the appointee will discharges his duties as Manager in a professional and diligent manner.

All staff and contractors have been advised of this appointment.

Yours faithfully