*Appointee*

*Date*

Dear *Appointee*

**Re: <Project Name>: Appointment as Principal Designer**

We hereby appoint the above addressed organisation as Principal Designer to the <<Project Name>> project. The Principal Designer duties are described in the CDM Regulations 2015.

If you do not consider yourselves to have the capability and/or resource to carry out the role of Principal Designer to this project as described by the CDM Regulations 2015, it is your duty to notify us immediately by contacting <<contact name & details>>

The Duties of the Principal Designer are set out in section 4.4 of the STFC CDM Code (SHE Code 13), Regulation 11 of the CDM Regulations 2015, HSE’s Guidance L153 and the CITB’s Industry Guidance for Principal Designers available from the HSE website, which is freely downloadable from the following link:

https://www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-principal-designers-interactive.pdf,

Please do not hesitate to contact us if you have any queries or require additional information.

Your appointment will continue until further notice.

Please return a signed copy of this letter to me indicating your acceptance of the appointment. If there are any aspects of the role which you would like to discuss before doing so, please contact me.

Yours sincerely

Director Responsible for SHE Name

Department Name

I accept the above appointment.

Signed ...…………………………………………………….. Date ………………………………………….