*Appointee*

cc: *Appointee line manager*, SHE Group

*Date*

Dear *Appointee*

**Re: <Project Name>: Appointment as Client**

I am writing to invite you to accept the appointment as “Client” (DGSA) as defined in the STFC SHE Code 13 – Construction (Design and Management).

The scope of your responsibilities will be:

* <site>
* <department>
* <location>

Full details of responsibilities are given in section 4.2 of STFC SHE Code 13 – Construction (Design and Management), which you should read prior to agreeing to undertake this role,

STFC SHE Code 13 – Construction (Design and Management) Appendix 1 identifies the training requirements for the role. You should discuss whether these are relevant given your experience with your line manager.

I will meet with you at least once per year to review the scope of your responsibilities and your role.

If at any time matters or issues arise which in your judgment require my attention or action, please alert me to them without delay.

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 ………………………………………….