

# Risk Management Roles and Responsibilities

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

As part of our commitment to effective risk management within [Company/Organization Name], we are outlining the roles and responsibilities associated with the risk management process. This is essential for ensuring that we effectively identify, assess, manage, and monitor risks that may impact our organization.

## Roles and Responsibilities

### 1. Risk Management Committee

- Oversees the risk management framework and policies.
- Reviews risk assessments and mitigation strategies.
- Ensures alignment with organizational objectives.

### 2. Risk Manager

- Facilitates the risk assessment process.
- Reports on risk status to the committee.
- Develops risk management training and awareness programs.

### 3. Department Heads

- Identifies and reports risks within their departments.
- Implements risk mitigation measures at the departmental level.
- Collaborates with the Risk Manager on risk-related initiatives.

### 4. All Employees

- Be aware of potential risks in their roles.
- Report any identified risks to their supervisors.
- Engage in ongoing risk management training.

Adhering to these roles and responsibilities will contribute significantly to our risk management efforts. Your cooperation and commitment are vital for the success of our risk management framework.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]