

Employee Representative Appointment Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

We are pleased to inform you that you have been appointed as the Employee Representative for [Department/Team Name] effective immediately. Your role will involve representing the interests and concerns of your colleagues, facilitating communication between employees and management, and contributing to a positive workplace environment.

In this capacity, you will be expected to:

- Attend regular meetings with management
- Gather feedback from team members
- Support your colleagues in addressing workplace issues
- Promote ongoing dialogue between employees and leadership

We believe your skills and experience make you an excellent fit for this role. Please confirm your acceptance of this appointment by [Insert Deadline for Acceptance].

Thank you for your commitment to advocating for your peers and enhancing our workplace culture.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]