

Sample Letter: Letter of Appointment

Please print on company letterhead

Date: \_\_\_\_\_

To: FP&M SETA

**CONFIRMATION OF APPOINTMENT OF SKILLS DEVELOPMENT FACILITATOR FOR THE YEAR 2020/21**

I hereby confirm that \_\_\_\_\_ (full name of SDF) with ID Number: \_\_\_\_\_, has been appointed as Primary SDF by our firm, \_\_\_\_\_, with SDL Number: L \_\_\_\_\_, to submit our Mandatory Grant Application for the financial year 2020/21 on our behalf to the FP&M SETA before or on 30 April 2020.

Signed: \_\_\_\_\_

\_\_\_\_\_ (Full Name)

\_\_\_\_\_ (Designation)