

Copy and paste details of the letter onto the letterhead of your organisation.

Mining Qualifications Authority  
Skills Development and Research Unit  
07 Anerley Road  
Parktown

Dear Skills Development and Research Manager

## **SKILLS DEVELOPMENT FACILITATOR LETTER OF APPOINTMENT**

We hereby confirm that **Name and Surname of newly appointed SDF** has been appointed as the Skills Development Facilitator for **Company Name, L Number** as of **date of appointment**. Please grant full access to the organisation information to submit the WSP-ATR on the MQA system.

SDF details are as follows:

Full name:

ID no:

Office no:

Cell no:

Email address:

For any queries or further information please contact **Company Contact Person** on **Company Telephone Number**

Yours Faithfully

Signed

Name of Official Signing

Appointment of Official

Date: