

# SAMPLE LETTER OF DESIGNATION

Engineer in Charge Letter of Designation shall be on Company Letterhead

January 1, 2023

Re: Designation as the Engineer in Charge

Effective January 1, 2023, **John Smith**, holding Massachusetts Stationary Engineer license number **EN1E-001234**, has been designated as the Engineer in Charge at **Facility Name, 123 Main Street, Anytown, Massachusetts**. John Smith has been authorized and given the responsibility of performing the required duties as the Engineer in Charge.

Signature: \_\_\_\_\_

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

Name of owner or owner's representative: \_\_\_\_\_

Title of owner/representative: \_\_\_\_\_

Phone number of owner/representative: \_\_\_\_\_