

[Company Letterhead]

**Date:** [Insert Date]

**To:** [Name of Appointee]

**Address:** [Insert Address]

**Subject: Appointment as Chief Compliance Officer and Remediation Oversight Lead**

Dear [Name of Appointee],

This letter serves to formally notify you of your appointment as the Chief Compliance Officer (CCO) of [Company Name], effective [Effective Date]. In addition to your standard duties as CCO, you are hereby designated as the lead official for the oversight of the company's Remediation Program.

### **1. Authority and Reporting**

In this capacity, you will report directly to the [Board of Directors/Chief Executive Officer]. You are granted the necessary authority, resources, and autonomy to implement and manage the corporate compliance program and all associated remediation efforts.

### **2. Remediation Oversight Responsibilities**

Your primary objectives regarding remediation oversight include, but are not limited to:

- Developing and implementing a comprehensive Remediation Action Plan to address identified [regulatory/internal/legal] deficiencies.
- Monitoring the progress of all corrective actions across various departments.
- Validating that remediation measures are effective and sustainable.
- Reporting regularly to the Board and relevant regulatory bodies on the status of remediation milestones.

### **3. Access to Information**

You shall have unrestricted access to all company records, personnel, and facilities necessary to perform your duties and ensure full compliance with all applicable laws and regulations.

### **4. Governance**

You are expected to act as the primary liaison between the company and [Regulatory Agency Name, if applicable] regarding the progress of our compliance improvements.

We have full confidence in your ability to lead this critical function and to foster a culture of integrity within [Company Name].

Please acknowledge your acceptance of this appointment by signing below.

Sincerely,

[Signature]  
[Name of Authorized Officer]  
[Title]  
[Company Name]

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**Acceptance:**

I, [Name of Appointee], accept the appointment of Chief Compliance Officer and Remediation Oversight Lead under the terms outlined above.

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