

**Appointment as [Sponsoring/Supplying] Senior Responsible Officer for [initiative].**

Dear [xxx]

This letter confirms your appointment as the **[Sponsoring/Supplying]** Senior Responsible Officer (SRO) for **[initiative]** with effect from **[date]**, with an expected end date of **[date]**.

As SRO, you will devote sufficient time to sponsoring the initiative, and adhering to the principles and requirements of the [Public Finances Manual](#), remaining accountable for the initiatives successful delivery.

Your role and responsibilities as SRO are outlined in the following sections of the Public Finances Manual:

- Expenditure, Major, Strategic and other projects
- Expenditure, Role of the Senior Responsible Officer
- Framework for Major, Strategic and other projects supporting document

If you move posts before the initiative closes, you should notify me in good time of your intended departure, to enable the transfer of SRO responsibilities.

Please sign the attached letter of response indicating your acceptance.

Yours sincerely.

**[Name]**

**Accountable Officer for [initiative].**

**Acceptance letter to Accountable Officer for [xxxx]**

Dear **[Accountable Officer]**,

I acknowledge receipt and confirm my acceptance of the appointment letter, designating me as the **[Sponsoring/Supplying]** Senior Responsible Officer for the **[initiative]**.

Yours sincerely.

**[Name]**

Sponsoring Senior Responsible Officer for **[initiative]**.