SAMPLE LETTER OF DESIGNATION

**MEMORANDUM**

Date:

From: Tenant

To: PWD Building Manager Coordinator

Cc: Building Manager/Building Manager Alternate/Building Energy Monitor Nominee

Subject: BUILDING MANAGER/BUILDING ENERGY MONITOR LETTER OF DESIGNATION/REMOVAL

Ref: PWD Building Manager Handbook 11 JUN 2020

1. This Letter of Designation appoints Mr./Ms. (Nominee Name) as the [Building Manager], and Mr./Ms. (Nominee Name) as the [Building Manager Alternate] for (Tenant activity name/building number(s)), effective *date*. The Building Manager and Building Manager Alternate will also have the duties as the Building Energy Monitor. Contact information for Mr. /Ms. (Nominee Name) is phone: xxx-xxxx and E-Mail: “Nominee Name...@...Address.” This also serves as official authorization for him/her to be placed on the Authorized Caller List as this command’s point of contact for all facility and infrastructure issues.
2. By the appointment above, please remove Mr. /Ms. (*Name)* as the [Building Manager],or [Building Manager Alternate] for (Tenant activity name/building number(s)), effective *date*. This also serves as official authorization for his/her removal from the Authorized Caller List as this command’s point of contact for all facility and infrastructure issues.

I. M. Commander

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