

CASA ref. {xx/xx}

{Date}{Date}

{Addressee's Title, given name and surname}, {ARN}
{Street Address}
{CITY, STATE AND POSTCODE}

Re: Instrument of Delegation for Approved Testing Officer

Dear {Name of Delegate}

The Director would like to congratulate you on receipt of this Instrument of Delegation as an Approved Testing Officer. In addition, the ATO position is one the aviation industry values, most particularly because of the inherent recognition of your integrity, and as an important part of the system of aviation safety. Your appointment, or re-appointment, as an ATO is recognition of the important role you will be expected to play in providing part of the flying training industry safety net.

The Director takes this opportunity to stress your independence as an ATO (even where your instrument is linked to an employer), and relies on your integrity to withstand the sometimes subtle pressures from employers and/or students. This understanding is reinforced by the signed Terms of Appointment document returned with your ATO instrument.

Once again, congratulations.

Yours sincerely

{Your Given name and Surname}
{Your Job Title and Branch/Division}
Telephone {Phone No}, fax {Fax No}, e-mail {email}

Enclosures: {Enclosures} {x pages}