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Dear

**Certificate of Union accreditation**

Please accept this letter as your credential as a Prospect Representative and personal case handler.

The Union has also certified you as competent to act as a worker's companion at disciplinary or grievance hearings in accordance with section 10 of the Employment Relations Act 1999. This applies in respect of accompanying members working within your branch/employer/division.

This letter can be shared with your employer, if required.

Thank you for agreeing to become an accredited representative of the union. I trust you will find this a rewarding and fulfilling role.

Yours sincerely

Mike Clancy

**General Secretary**