

Exemption Reference Letter Template

Insert: Candidates Company Logo

Insert: date

Ms Gillian le Cordeur

Chief Executive Officer

Institute of Risk Management South Africa

PostNet Suite 616

Private Bag X45

Sunninghill

2157

Gauteng, South Africa

Dear Ms le Cordeur

RE: IRMSA Certified Risk Management Practitioner (CRM Prac) BOARD EXAM EXEMPTION APPLICATION

We are happy to inform you that *(insert candidate's full name)* complies with your requirements for Exemption from the IRMSA CRM Prac Board Exam.

1. Contribute to the Implementation of the Risk Management Framework for Managing Risk in the Business Unit
2. Create and Sustain Risk Management Partnerships
3. Establish the Internal and External Risk Context
4. Assessment of risk
5. Prepare and Facilitate Risk Treatment Plans for a Business Unit
6. Monitor, Review and Improve Risk Management Activities and Processes

This letter serves to confirm that I hereby sign-off *(insert Candidate's name)* as accomplished in the above six areas in their capacity as *(insert Candidate's work role)*.

Yours sincerely

Insert Candidate's superior/managers' name, designation and signature