|  |  |
| --- | --- |
| Letter: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Last name** | **First name** | **Team (Department)\*e.g. SA (SAMA)** | **Signature** | **Initials** | **Entry verified onDD.MM.YYYYe.g., Quality Specialist** | **Invalid from DD.MM.YYYY e.g., Quality Specialist** |
|  |  |  |  |  |  |  |

**Departments**: Finance & Accounting (**FAC**); Business Development (**BD**); Sales & Marketing (**SAMA**); Research & Development (**RD**); Manufacturing (**MAN**); Operations (**OPS**); Quality Management (**QM**); Quality Control (**QC**); Regulatory Affairs (**RA**); Other **Teams** without a superordinate department: Data Management (**DM**), Project Management (**PM**).

\*The subordinate Teams can be found in “Organigram”