



**HUMAN RESOURCES  
PROFESSIONAL AND CONSULTATIVE WORK  
PRO FORMA LETTER FROM CLIENTS TO MEMBER OF UWA STAFF DISCLAIMING LIABILITY  
FOR PRIVATE CONSULTING**

To Head of School/Section

**Acknowledgement of Private Consulting Arrangement**

I have contracted  (name of staff member)

to  (nature of project).

I acknowledge that he/she is acting in a private capacity and not on behalf of the University of Western Australia in performing this work.

I am satisfied with his/her arrangements in regard to any liabilities that might arise in the performance of this work and confirm that the University of Western Australia is free from any and all responsibility in respect of that work.

Yours sincerely,

(Signature)

The Client

Date  (dd/mm/yy)