

Formal delegation of duties

Subject: Delegation of Work Responsibilities

Dear [Employee's Name],

This letter serves as an official notice of delegation of certain work responsibilities during my absence from [Start Date] to [End Date]. I am delegating the duties related to [specific tasks or project name] to you for this duration.

Your main responsibilities will include overseeing the daily operations of [specific department or project], ensuring deadlines are met, and maintaining communication with the management team.

You are authorized to make decisions within the scope of these responsibilities and report progress to [Supervisor's Name].

I have full confidence in your capabilities and trust you will carry out these duties with diligence and professionalism.

Sincerely,

[Your Name]

[Your Position]

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