

Delegating authority in academic settings

Subject: Delegation of Authority During Absence

Dear [Staff or Faculty Name],

Due to my scheduled leave from [Start Date] to [End Date], I am delegating my administrative duties as [Your Title, e.g., Head of Department] to you. This includes overseeing class schedules, managing staff concerns, and coordinating meetings with parents or school administration as required.

Please ensure that academic operations continue smoothly during this time. I appreciate your cooperation and commitment to maintaining academic excellence.

Warm regards,

[Your Name]

[Your Position]

[School Name]

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