

Temporary delegation of managerial duties

Subject: Temporary Delegation of Supervisory Duties

Dear [Employee's Name],

I am delegating supervisory responsibilities of the [Department Name] to you during my absence from [Start Date] to [End Date]. You are authorized to oversee team operations, assign tasks, and manage workflow to ensure productivity remains uninterrupted.

Please report any significant issues or decisions requiring executive input to [Alternate Supervisor's Name]. I trust your leadership skills will maintain smooth operations in my absence.

Kind regards,

[Your Name]

[Your Position]

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