

Quick delegation for urgent work

Subject: Urgent Delegation of Task

Hi [Name],

I need to delegate the completion of [specific task or report] to you as I will be unavailable today.

Please ensure the task is completed by [Deadline] and shared with [Supervisor's Name].

All necessary files are attached, and you can reach out if you face any issues. I appreciate your quick response and support in this matter.

Thanks,

[Your Name]

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