

Assigning leadership role in a project

Subject: Delegation of Project Leadership

Dear [Team Member's Name],

I am delegating leadership of the [Project Name] to you, effective [Start Date]. Your role will include overseeing the project team, ensuring milestones are met, and reporting weekly progress updates. You have the authority to make key decisions within project scope and budget. Please coordinate closely with the department head to ensure alignment with organizational goals.

I have complete confidence in your ability to lead this project successfully.

Sincerely,

[Your Name]

[Your Position]

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