

Friendly internal delegation message

Subject: Need You to Cover for Me

Hey [Name],

I'll be out of the office from [Start Date] to [End Date], and I need you to handle [specific task or responsibility] while I'm away. It's pretty straightforward—just make sure reports are sent in and updates are shared with the team.

Thanks for stepping in! I owe you one.

Cheers,

[Your Name]

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