

Task Delegation Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Delegation of New Task

Dear [Employee's Name],

I hope this message finds you well. I would like to delegate a new task to you that is critical to our current project. The details of the task are as follows:

- **Task Description:** [Brief description of the task]
- **Deadline:** [Insert deadline]
- **Resources Available:** [List any resources you will provide]

Please let me know if you have any questions or need further clarification. I trust you will handle this task effectively.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]