

Delegated Shipping Functions

Date: [Insert Date]

To: [Team Name]

From: [Your Name]

Subject: Delegation of Shipping Functions

Dear Team,

As part of our ongoing effort to streamline our shipping operations, I am delegating specific shipping functions to ensure efficiency and accountability within our team.

Delegated Functions:

- **Shipping Coordinator:** [Name] - Responsible for overseeing the entire shipping process.
- **Inventory Management:** [Name] - Manage stock levels and ensure accurate inventory records.
- **Logistics Support:** [Name] - Coordinate with carriers and ensure on-time deliveries.
- **Documentation:** [Name] - Handle all shipping documentation and compliance requirements.

Please ensure that your respective functions are carried out diligently and report any issues or delays promptly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]