

Leadership Role Delegation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Delegation of Leadership Responsibilities

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally delegate the leadership responsibilities of [specific role or project] to you, effective [start date]. This decision comes after careful consideration of your capabilities and past contributions to our team.

As the new leader of [specific role or project], you will be responsible for:

- Overseeing team activities and ensuring objectives are met.
- Coordinating with team members to develop strategies.
- Facilitating communication between departments.
- Reporting on progress to upper management.

Please feel free to reach out to me should you have any questions or need further guidance during this transition. I am confident in your abilities and look forward to seeing your success in this role.

Thank you for your commitment to our team's growth.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]