

Duty Delegation Authorization Letter

Date: [Insert Date]

To: [Employee Name]

[Employee Position]

[Company Name]

Subject: Authorization for Duty Delegation

Dear [Employee Name],

I, [Your Name], [Your Position], hereby authorize the delegation of my responsibilities to you from [Start Date] to [End Date]. This delegation is necessary to ensure the continuity of operations within our cross-functional teams while I [brief reason, e.g., "attend an important conference"].

Your duties during this period will include, but are not limited to:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please ensure that all tasks are carried out with due diligence and reported back to me regularly. If you have any questions or need further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]