

# Task Assignment Approval

Date: [Insert Date]

To: [Staff Member's Name]

From: [Your Name]

Subject: Task Assignment Approval

Dear [Staff Member's Name],

I am writing to formally approve the assignment of the following task:

- **Task Title:** [Insert Task Title]
- **Task Description:** [Insert Task Description]
- **Deadline:** [Insert Deadline]
- **Expected Outcome:** [Insert Expected Outcome]

Please review the details and confirm your acceptance of this task by [Insert Confirmation Deadline]. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your dedication and hard work.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]