

Task Delegation Authorization

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Authorization for Task Delegation

Dear [Recipient's Name],

I am writing to formally authorize you to take on the delegation of the following tasks for our current team project, [Project Name]. This delegation is necessary to ensure timely completion and effective management of our responsibilities.

Task List:

- [Task 1 Description] - Due by [Due Date]
- [Task 2 Description] - Due by [Due Date]
- [Task 3 Description] - Due by [Due Date]

Please feel free to reach out if you have any questions or need further clarification regarding these tasks. Your leadership in this process is greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]