

Work Delegation Authorization Letter

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Dear [Recipient's Name],

This letter serves as a formal authorization for you to undertake temporary assignments, which will involve the delegation of specific responsibilities during my absence. The assignments include, but are not limited to, the following:

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

Your temporary assignment will commence on [Start Date] and will conclude on [End Date]. Please ensure that all tasks are completed with the utmost professionalism and in accordance with company policies.

Should you have any questions or require further assistance during this period, feel free to reach out to me directly via email or phone.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]