

Delegated Authority Letter for Grievance Matters

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], [Your Position], hereby delegate authority to [Delegate's Name], [Delegate's Position], to act on my behalf in matters concerning grievance proceedings within [Company/Organization Name]. This delegation includes the responsibility to address complaints, attend meetings, and communicate with relevant parties.

This delegation is effective immediately and will remain in effect until [End Date/Condition of Termination]. Please direct all related communications to [Delegate's Name] at [Delegate's Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Company/Organization Name]