

# Delegation of Authority

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Department/Organization]  
[Your Address]

To: [Recipient's Name]  
[Recipient's Position]  
[Recipient's Department/Organization]  
[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally delegate authority regarding [specific duty or responsibility] to you during my absence from [start date] to [end date]. This delegation includes the authority to [specific powers or responsibilities].

Please ensure that all official notifications and decisions pertaining to this responsibility are communicated effectively. I trust that you will handle these duties with the utmost professionalism and care.

If you have any questions or require further clarification, please do not hesitate to reach out to me prior to my absence.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]