

Delegation of Medical Duties

Date: [Insert Date]

To: [Volunteer's Name]

From: [Your Name]

Subject: Delegation of Medical Duties

Dear [Volunteer's Name],

This letter serves to formally delegate medical duties during [Event/Date] at [Location]. Your experience and commitment to our organization are invaluable, and I trust you will perform these responsibilities with care and professionalism.

Your delegated duties include the following:

- Assisting with the medical screening of participants
- Administering first aid as necessary
- Documenting any medical incidents that occur
- Coordinating with local medical staff if further assistance is required

Please ensure that you have all necessary supplies and that you are familiar with the emergency procedures in place. Should you have any questions or require further clarification, feel free to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your dedication to our cause. Your contribution is greatly appreciated.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]