

# Payroll Function Delegation

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

I am writing to formally delegate the responsibilities of the payroll function to you, effective [start date]. This delegation is necessary to ensure the continuity and efficiency of our payroll processes during my absence.

Your responsibilities will include:

- Processing employee payroll on a bi-weekly basis.
- Ensuring compliance with applicable tax laws and regulations.
- Addressing any payroll-related inquiries from employees.
- Maintaining accurate payroll records and updating employee information.

Should you require any assistance or further information, please do not hesitate to contact me. I trust you will perform these duties with the utmost diligence.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Your Contact Information]