

# Delegation Letter for Job Interview Scheduling

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally delegate the responsibility of scheduling my job interviews to [Delegate's Name], who is part of my team. [He/She/They] will act on my behalf to coordinate the interviews and handle all related communications.

Please feel free to reach out to [Delegate's Name] directly at [Delegate's Email] or by phone at [Delegate's Phone Number] for any inquiries regarding the scheduling process.

Thank you for your understanding and support. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Email]

[Your Phone Number]