

Service Delegation Communication

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Delegation of Services

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you that I will be delegating my responsibilities regarding [specific services or tasks] to [Delegate's Name]. Effective [start date], [Delegate's Name] will be taking over all related duties.

[Delegate's Name] is well-equipped to handle these responsibilities, and I am confident that they will execute them with the utmost professionalism and efficiency. I trust that you will provide them with your usual support as they transition into this role.

If you have any questions or need further clarification, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]