

Delegation of Contract Responsibilities

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Delegation of Contract Responsibilities

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally delegate my responsibilities regarding the contract titled "[Contract Title]" to you, effective [Start Date]. This decision is made to ensure continuity and effective management of the contract during my absence.

The responsibilities I am delegating include:

- Monitoring contract performance
- Communicating with stakeholders
- Ensuring compliance with contract terms
- Managing any contractual changes

I trust that you will handle these responsibilities with the utmost care and professionalism. Please feel free to reach out if you have any questions or require further clarification regarding this delegation.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]