

Letter of Consent to Increased Responsibilities

Date: _____

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my consent to the increased responsibilities that have been outlined in our recent discussions. I understand that these new tasks will involve [briefly describe the new responsibilities] and I am fully committed to taking on these challenges.

Additionally, I appreciate the trust and confidence you have placed in me by assigning these responsibilities. I am eager to contribute to the success of our team and am confident that I can meet the expectations associated with my new role.

Please let me know if there are any further details or documentation required to facilitate this transition.

Thank you for this opportunity.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Your Email]

[Your Phone Number]