

# Financial Decision-Making Power Delegation

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally delegate financial decision-making authority to you in regard to [specific areas, projects, or budgets, as applicable]. This delegation is effective from [start date] to [end date or "ongoing"].

With this delegation, you are authorized to:

- Approve expenditures up to [amount]
- Make purchasing decisions for [specific items or services]
- Manage budget allocations for [specific projects or departments]

Please ensure that all financial decisions align with our company's objectives and comply with relevant regulations. I trust in your judgment to manage these responsibilities effectively.

If you have any questions regarding this delegation or need further clarification, do not hesitate to reach out.

Thank you for your commitment to our financial goals.

Sincerely,

[Your Name]

[Your Position]

[Your Company]