

Letter of Delegation of Authority

Date: [Insert Date]

To: [Insert Recipient's Name]

Position: [Insert Recipient's Position]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Insert Recipient's Name],

I hereby delegate authority for the secure storage and management of sensitive documents to you, effective immediately. This delegation includes but is not limited to the following responsibilities:

- Ensuring confidentiality and integrity of stored documents
- Implementing proper access controls
- Conducting regular audits of stored documents

This delegation is essential to maintain the security standards of our organization and ensure that sensitive information is handled appropriately.

Please acknowledge receipt of this letter and confirm your acceptance of these responsibilities by signing and returning the attached copy.

Thank you for your attention to this important matter.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Your Company]

[Insert Your Contact Information]

Acknowledgment of Delegation

I, [Insert Recipient's Name], acknowledge receipt of this delegation of authority and accept the responsibilities outlined above.

Signature: _____ Date: _____