

Delegation of Authority

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Dear [Recipient's Name],

I am writing to formally delegate authority regarding the management of our e-commerce account.

Effective immediately, you are authorized to perform the following tasks on behalf of [Your Company Name]:

- Manage product listings and inventory
- Process customer orders and returns
- Handle customer service inquiries
- Oversee promotional campaigns and advertising
- Access financial reports and sales analytics

This delegation is intended to empower you in your role and ensure the smooth operation of our e-commerce activities. Please handle these responsibilities with the utmost integrity and professionalism.

If you have any questions regarding this delegation or require further clarification, feel free to reach out.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]