

## DELEGATION LETTER

### **Included:**

Introduction

Delegation Letter Tips

Sample Delegation Letter

Delegation Letter Template

## Introduction

When an employee wants to take leave several times it becomes necessary to delegate the work he or she is doing so that the work does not get disturbed. The person to whom the work is being delegated should be competent enough to handle the work.

## Delegation Letter Tips

The following tips will help you to write a delegation letter:

- As a request is being made, the tone of the letter should be polite.
- The letter should be precise, short and clear.

## Sample Delegation Letter

To

Manoj Kumar

Loan Administrator,

ICICI Bank,

Hyderabad

Dear Mr.Kumar,

I am getting married on 25th of this month and am planning to take leave from 24th to 1st October. During my absence I request to take care of my work along with your normal duties so that work does not get affected.

A daily report has to be submitted to the manager at the end of the day. In case any of my team members want to take leave, please inform them to contact the manager.

I know that it will be burdensome for you to handle my work as well but I trust your capabilities and commitment. I assure you that I shall take over your responsibility next time when you want to avail leave. In case you need any support, please contact our manager.

Thanking you in anticipation

Yours Sincerely,

Raju Saxena

## Delegation Letter Template

To,

\_\_\_\_\_ (employee's name)

\_\_\_\_\_ (employee's address)

\_\_\_\_\_

\_\_\_\_\_

From:

\_\_\_\_\_ (Your name)

\_\_\_\_\_ (Your address)

\_\_\_\_\_

Date \_\_\_\_\_ (date of writing letter)

Dear Mr. /Ms \_\_\_\_\_ (name of the concerned person),

This letter is to inform you that during my absence from \_\_\_\_\_ to \_\_\_\_\_ (mention period) in the office, you are requested to shoulder additional responsibility of taking care of my job as well. I understand that it is burdensome for you to handle my work also, but I trust in your capability and commitment.

Please submit a daily report to the divisional manager every day before you leave. In case any of my team members want to avail leave, you can direct them to meet the manager.

Last time when I had taken leave, your support is highly appreciated by the management. This time also I expect the same from you. I assure you that whenever you are in need of leave, I will readily handle your responsibilities. This mutual trust is necessary for the proper functioning of an organization.

In case you need any support, please contact.....(name the person) from my team. He will support you in managing the duties.

Thanking you in anticipation,

Yours Sincerely,

\_\_\_\_\_ (Your name)

## Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from [www.letters.org](http://www.letters.org)