

Letter to Delegate the Responsibilities to Someone during the Trip

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I have to go out of [city] for some business meetings and I will not be available from [23rd July] to [31st July]. Please process all the orders during this time duration if they request for rush delivery. I allow you to make some work schedules in my absence. I will also give approval to my employees to make urgent changes in the projects if required. I will stay in touch during this trip and will keep guiding my employees. I don't want to put you in trouble but this meeting is very important for me. Thanks for your cooperation.

[Your Name]

[Senders Title] -Optional-