

Letter for Delegating Task to Someone during Absence

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

As I have to go to other city for official visit and I want you to be the in-charge of my all responsibilities of Northern division. You are great in handling my responsibilities. I will also provide an assistant. He will help you in everything whenever you will need. For any kind of confusion, you can contact me on my phone number.

Thanks in anticipation.

[Your Name]

[Senders Title] -Optional-