Project Management Delegation Letter

[Your Name]

[Your Title]

[Your Organization]

[Date]

[Team Member's Name]

[Team Member's Title]

[Project Name]

Dear [Team Member's Name],

I am pleased to delegate the following responsibilities to you as part of the [Project Name]:

1. [Task 1]

2. [Task 2]

3. [Task 3]

You have the authority to make decisions related to these tasks and report progress to me regularly.

Thank you for your dedication to this project.

Sincerely,

[Your Signature]

[Your Name]