

Directive Letter Assigning New Duties

Subject: Assignment of New Responsibilities

Dear Mr. Ali,

This directive serves to formally assign you additional responsibilities as Acting Head of the Customer Relations Department, effective immediately. Your leadership experience and commitment make you well-suited for this temporary role.

You are expected to oversee ongoing projects, coordinate with the operations team, and report directly to the Managing Director. Support from your peers and subordinates is anticipated throughout this transition.

We appreciate your dedication and look forward to your continued contributions.

Sincerely,

[Your Name]

Managing Director

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