

Transfer of Authority for Business Trip

Subject: Temporary Transfer of Authority - International Travel

Dear Team,

I will be traveling to [Location] from [Start Date] to [End Date] for [Purpose]. Due to time zone differences and limited availability, I am temporarily transferring my operational authority to [Designated Person's Name].

During this period, [Designated Person's Name] is authorized to:

- Approve routine operational decisions
- Sign off on vendor payments under \$[Amount]
- Handle client communications and commitments
- Access my files and correspondence as needed
- Represent our division in scheduled meetings

I will check emails periodically but response times may be delayed. For time-sensitive matters, please contact [Designated Person's Name] directly at [Contact Information].

This arrangement takes effect on [Date] at [Time] and concludes upon my return on [Date].

Best regards,

[Your Name]

[Your Position]

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