

Emergency Transfer of Authority

Subject: URGENT - Emergency Transfer of Authority

To Whom It May Concern,

Due to unforeseen emergency circumstances, I am immediately transferring all my authorities and responsibilities to [Designated Person's Name], [Their Position], effective [Date and Time].

This transfer includes full decision-making power, signatory authority, access to all systems and accounts, and the ability to act on my behalf in all professional capacities without limitation.

[Designated Person's Name] can be reached at [Contact Information] for all matters that would normally require my attention.

This transfer remains in effect until further notice. I will communicate directly with [Designated Person's Name] regarding the duration and any modifications to this arrangement.

Please provide [Designated Person's Name] with immediate access to all necessary resources and update all relevant parties.

[Your Name]

[Your Position]

[Date and Time]

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