

Transfer of Authority to Co-Manager

Subject: Shared Authority Arrangement - Vacation Period

Hi [Team/Recipient],

Quick heads up - I'll be on vacation from [Start Date] to [End Date] and completely disconnecting (finally!).

[Co-Manager's Name] will be running the show while I'm gone. They've got full authority to make calls on everything from approvals to putting out any fires that might pop up.

We've already synced on all the active projects and what's in the pipeline, so they're totally up to speed. Hit them up at [Contact Information] for anything you'd normally loop me in on.

I'll be back in the office on [Return Date] and will catch up on anything that happened while I was building sandcastles.

Thanks for keeping things rolling!

Cheers,

[Your Name]

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