

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Directive – Delegate a New or Additional Duties

Dear :

As you know, we have experienced a miraculous growth spurt in the past three months. This is a wonderful sign of past, present, and future success. Our growth has raced ahead of our ability to hire qualified persons to assist in the increasing tasks. As an employee gifted in the ability to efficiently multi-task, I know that a few more duties will not affect your ability to do your job. Therefore, I am temporarily assigning the following duties to you. These additional duties will be lifted when we hire the most qualified person. The new duties will include: {list duties}.

Thank you so much for your help. Your work has help make {Name of Company} a success company. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E