Temporary Delegation of Duty/Function Form

I, [insert name and position title], hereby delegate to [insert name and position title] the duty/function, on a temporary basis, of my position effective [insert start date] to [insert end date].

Agreed to on the XX day of Month 20XX

Person delegating:

|  |
| --- |
|  |
| Name and Position Title |

Person delegated to:

|  |
| --- |
|  |
| Name and Position Title |