

Delegation of Authority Agreement

This Delegation of Authority Agreement ("Agreement") is made and entered into on this [] day of [], [], by and between:

Delegator: []

Title/Position: []

Department: []

Delegatee: []

Title/Position: []

Department: []

1. Purpose

The purpose of this Agreement is to delegate the following authority and responsibilities from the Delegator to the Delegatee:

[]

2. Scope of Authority

The Delegatee is hereby authorized to perform the following functions and duties:

[]

3. Effective Date and Duration

This delegation is effective from [] to [] unless revoked earlier in writing by the Delegator.

4. Conditions and Limitations

[]

5. Acceptance

The Delegatee hereby accepts the authority and responsibilities delegated above and agrees to act in accordance with relevant policies and procedures.

Delegator Signature

[] (Date)

Delegatee Signature

[] (Date)