**TO:** Chief Executive

**COPY:** Leadership Team

Business Performance

 Legal and Contracts

 Human Resources

 Infrastructure

 **FROM: [ add delegator ]**

 **DATE:**

#####  SUBJECT: Temporary Delegation for [ delegator ] to [ delegatee ]

**[change particulars for your delegator / delegatee – and period of delegation]**

This memorandum is notice of temporary financial delegation of DCE Operations by [delegator] to [delegatee]. This is for financial delegations only.

This temporary delegation is valid from [ add period of delegation] inclusive.

The holder of the temporary delegation may only exercise the delegated powers as and when circumstances require.

[delegator]

DCE Operations