Sample letter to delegate responsibility

I will be at Bangalore between March 25 to April 1 for the All India Seminar on Leadership. Hence I need you to take over a few of my assignments in my absence. Kindly process all delivery orders that might be made during that period. There is no need to process big orders unless for those that specifies urgent delivery. I'll be at the office on Wednesday at around 9 am before proceeding to the airport during which I will go over the process for urgent deliveries.

I will also inform the call centre employees to ask approval from you for scheduling of the deliveries.

Also, kindly check my email and voice-mail once in a while to see if there are any urgent messages for which I shall message the password.

I shall be in touch with you on daily basis to check on things. I understand that you will be burdened with my responsibilities which I really did not want to, but I hope you understand the importance of this seminar to our company.

Thank you very much for your help.