

SAMPLE

March 29, 2006

TO: Mr. Ronald E. Gardner, Director
Civil Service Office
County Center, 17th Floor
Tampa, Florida 33602

Subject: Signature Authorization for Personnel Actions

Dear Mr. Gardner:

This letter serves as official notification that I hereby delegate the authority to the named individual to sign, on my behalf, for the classified personnel actions initialed below:

Designee Name (please print)

Designee Phone & Email

Designee Signature Sample: _____

Delegating
Authority's
Initials

Personnel Actions-No Negative Pay Impact _____

Performance Reports _____

Discipline Actions-Negative Pay Impact (Form 5) _____

(NOTE: May only be delegated one level below Agency Head)

Sincerely,

Agency Head