

**SAMPLE**

August 24, 2011

TO: Mr. Dane Petersen, Director  
Civil Service Office  
County Center, 17th Floor  
Tampa, Florida 33602

Subject: Signature Authorization for Personnel Actions

Dear Mr. Petersen:

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