**[YOUR LETTERHEAD]**

**[Current Date]**, 20\_\_\_\_\_\_

MEMORANDUM

TO: **[Delegates Impacted and/or Delegation File]**

FROM: **[Delegating Officer]**

SUBJECT: Revocation of Delegation(s) of Authority to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Option:] Use this paragraph to revoke a previous delegation to a specific person during a specific time period (e.g. if someone retires or is terminated).]:**

 All delegations of authority made to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dating from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_, through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_, are hereby revoked.

**[Option:] Use this paragraph to revoke a specific previous delegation memo(s) (e.g. if a new delegation mistakenly did not contain a revocation of the previous delegation).]:**

The prior delegation of authority from \_\_\_\_\_\_\_\_\_\_ **[insert primary delegate]** to \_\_\_\_\_\_\_\_\_\_ **[insert secondary delegate]** dated \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_ **[insert date of superseded delegation memo]** relating to authority to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[insert title of superseded delegation memo]**, is hereby revoked.

cc: David Lein

 Marcella Trant