**#1**

I would like to assign you the task of organizing XYZ workshop for our department. The workshop should be scheduled for the next month. The focus of the session should be on enhancing communication skills.

Please arrange the workshop within a budget of (amount). The venue should be within the vicinity of the office so that our employees find it convenient to reach the venue without conveyance issues. Additionally, plan engaging activities for the participants to help them improve communication skills.

Kindly provide me with a detailed plan by the end of the next week. Feel free to reach out if you have any questions.

I look forward to your input.

**#2**

I am writing to assign you the responsibility of coordinating our upcoming client presentation scheduled for (date) at 3 PM. Please make sure the presentation is ready by this Friday. Send a soft copy of the presentation to me for approval before finalizing it with your team.

I would also like to have a demonstration of the presentation 2 days before the actual client meeting. This will give your team sufficient time to make any changes if required. Lastly, make sure Board Room 4 is available from 3 PM to 5 PM on the day of the presentation. There should be no disturbance or interruptions during this time.

Do keep me informed about your progress. Feel free to reach out in case there are any issues.

**#3**

We are delighted to inform you that the management has nominated you to lead the XYZ project. Therefore, you have the responsibility of guiding the team and completing the project within the deadline, that is the 30th of July, 2024.

Kindly make sure the project is completed within the allocated budget of (amount). You will provide a detailed expenditure report at the end of the project. You are also required to provide the management with weekly progress reports.

Feel free to reach out in case of any ambiguities or issues.

**#4**

We are assigning you an urgent task that needs immediate attention. As per the client’s new requirements, we need to deliver the consignment earlier than the previously agreed upon deadline. We, therefore, need you to assist the project supervisor, XYZ.

Kindly report to XYZ tomorrow and follow his instructions. You will assist him in leading the team towards the project goals.

Thank you for your cooperation and assistance.

**#5**

I am assigning you the task of arranging interviews for the position of (job title) in the coming week. Since the immediate resignation of XYZ, we need to fill up the position urgently in order to maintain our work efficiency.

You may use our social media platforms to advertise the job opening and inform about the interview date and time.

Let me know if you need further details. Thank you for your assistance.