

Agency Letterhead

**TO: Mr. Kevin Beckner, Director
Civil Service Office
County Center, 18th Floor
Tampa, Florida 33602**

Subject: Signature Authorization for Personnel Actions

Dear Mr. Beckner:

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