

Cheque Signing Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

This letter serves to authorize [Employee Name], holding the position of [Employee Position], to sign cheques on behalf of [Company Name]. This authorization is valid from [Start Date] to [End Date].

Employee Details:

- Name: [Employee Name]
- Position: [Employee Position]
- Employee ID: [Employee ID]

All signed cheques should be accompanied by the necessary documentation and should comply with the company's financial policies.

If you have any questions or require further confirmation, please feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]