

# Digital Signature Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

This letter serves as formal authorization for **[Employee's Name]**, who has been hired for the position of **[Job Title]** at **[Company Name]**. As part of the onboarding process, we are providing **[Employee's Name]** with the authority to use a digital signature on behalf of the company.

The digital signature is to be used exclusively for the purpose of signing documents necessary for **[Employee's Name]**'s duties and responsibilities within the organization.

This authorization is effective immediately and will remain in effect until further notice.

For any questions or clarifications regarding this matter, please feel free to contact me at **[Your Email]** or **[Your Phone Number]**.

Thank you for your attention to this matter.

Sincerely,

**[Your Name]**

**[Your Job Title]**

**[Company Name]**

**[Company Address]**

**[Company Phone Number]**