

# Authorization Letter for Grievance Handling

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in handling my grievance related to [brief description of the grievance]. This authorization includes the power to discuss, negotiate, and resolve all matters pertaining to this grievance with the appropriate parties.

Details of the Grievance:

- Grievance Reference Number: [Insert Number]
- Date of Incident: [Insert Date]
- Description: [Briefly describe the grievance]

This authorization is valid until [Specify a date or 'until further notice']. Please allow [Authorized Person's Name] to access all necessary documents and information related to my grievance.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]

[Your Address]