

Letter of Contract Signatory Authorization

Date: [Insert Date]

To Whom It May Concern,

This letter serves to formally authorize [Name of Signatory], holding the position of [Job Title] at [Company Name], to sign employment contracts on behalf of [Company Name]. This authorization is effective immediately and will remain in effect until further notice.

By granting this authority, [Company Name] acknowledges that all employment contracts signed by [Name of Signatory] shall be considered valid and binding.

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

Thank you.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[Phone Number]
[Email Address]