

Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Employee Name], hereby authorize [Representative Name] to act on my behalf in all matters relating to my employment at [Company Name]. This authorization includes, but is not limited to, discussions regarding my employment status, benefits, and any other relevant matters.

This authorization is effective from [Start Date] until [End Date].

Thank you for your attention to this matter.

Sincerely,

[Employee Signature]

[Employee Name]

[Employee Position]

[Employee Contact Information]