

# Employee Proxy Designation Letter

Date: \_\_\_\_\_

To Whom It May Concern,

This letter is to formally designate **[Proxy Name]**, holding the position of **[Proxy Position]**, as my proxy during my absence from **[Start Date]** to **[End Date]**.

During this period, **[Proxy Name]** is authorized to act on my behalf regarding all work-related matters and to make decisions in my absence.

Please extend your full cooperation to **[Proxy Name]** during this time.

Thank you for your understanding.

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[Your Department]**  
**[Your Company]**