

Employee Representation Authorization Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I, [Your Full Name], am writing to formally request your authorization for employee representation regarding [specific issue or matter]. As a dedicated employee at [Company Name], I believe that having representation will assist in addressing my concerns effectively.

I authorize [Representative's Name] to act on my behalf in matters related to this issue, including but not limited to discussions, negotiations, and meetings.

This authorization will remain in effect until [specify end date or conditions under which it will end, if applicable].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Contact Information]