

Employer Authorization for Equipment Usage

Date: [Insert Date]

To Whom It May Concern,

This letter serves as formal authorization for [Employee's Name], holding the position of [Employee's Job Title], to use the following equipment for work-related purposes:

- [Type of Equipment 1]
- [Type of Equipment 2]
- [Type of Equipment 3]

The authorized usage period is from [Start Date] to [End Date]. The equipment must be used in accordance with company policy and is to be returned in good condition upon completion of its use.

If you have any questions or concerns regarding this authorization, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]