Payroll Processing Authorization Instructions

Date: [Insert Date]

To: [Payroll Administrator's Name]

From: [Your Name]

Subject: Payroll Processing Authorization

Dear [Payroll Administrator's Name],

In accordance with our company's payroll processing protocol, I hereby authorize the following instructions for the upcoming payroll cycle:

Authorization Details:

- **Pay Period:** [Insert Pay Period]
- **Payroll Submission Deadline:** [Insert Deadline]
- **Payment Method:** [Insert Payment Method]

Employee Information:

Employee Name	Employee ID	Hours Worked	Pay Rate	Total Pay
[Employee Name]	[Employee ID]	[Hours Worked]	[Pay Rate]	[Total Pay]

Please ensure that all information is verified before processing.

If there are any questions or need for further clarification, feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]