

Authorization letter to handle clearance after resignation

Subject: Authorization to Process Clearance

Dear [HR/Office Manager],

I, [Your Name], authorize [Authorized Person's Name] to complete all clearance formalities on my behalf due to my unavailability. This includes returning company assets, signing clearance forms, and receiving any official documents.

Thank you for assisting [Authorized Person's Name] in completing this process.

Regards,

[Your Name]

[Former Position]

[Company Name]

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