

Authorize payment release to employee or representative

Subject: Payment Authorization

Dear [HR/Finance Department],

I, [Your Name], authorize [Authorized Person's Name] to collect my salary/payment of [Amount] for the period [Start Date] to [End Date] on my behalf. This includes signing acknowledgment receipts.

Thank you for facilitating this process.

Regards,

[Your Name]

[Employee ID]

[Department]

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