

Authorize employee to perform transactions

Subject: Transaction Authorization for Employee

Dear [Finance/HR Department],

I, [Your Name], authorize [Employee Name] to handle transactions on my behalf during my absence, including receiving payments, making official payments, and signing related documents.

The authorized limit for transactions is [Amount].

Thank you for your support.

Regards,

[Your Name]

[Employee ID]

[Department]

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<https://www.lettersandtemplates.com/letters/authorization-letter-for-transaction>