

Employee Authorization Letter

Dear [Recipient],

I, [Your Name], hereby authorize [Employee Name] to act as my representative in all matters related to [specific task or responsibility]. [Employee Name] is authorized to make decisions on my behalf and sign any documents necessary to carry out this responsibility.

This authorization is effective immediately and will remain in effect until [date or event], unless otherwise revoked by me. I will provide [Employee Name] with any necessary information and support to carry out their duties to the best of their ability.

Please do not hesitate to contact me if you have any questions or concerns regarding this authorization.

Sincerely,

[Your Name]