

Formal authorization for routine tasks

Subject: Employee Authorization Letter

Dear [Recipient Name],

This is to authorize [Employee Name], holding the position of [Designation] at [Company Name], to act on behalf of the company in matters pertaining to [specific task, e.g., document submission, signing agreements] from [Start Date] to [End Date].

We request all concerned parties to extend full cooperation to [Employee Name] during this period.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

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