

# Employee authorized to handle company financial matters

Subject: Authorization for Financial Matters

Dear [Bank/Recipient Name],

This letter confirms that [Employee Name], [Designation], is authorized to conduct financial transactions on behalf of [Company Name], including [list specific financial duties] effective from [Start Date] until further notice.

Please accord full support to [Employee Name] in this regard.

Sincerely,

[Authorized Signatory Name]

[Designation]

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