

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Work Authorization Letter
Dear [Recipient's Name],
I am writing to formally request work authorization for
[Employee/Intern's Name], who has been selected for [specific position or
role] with [Company/Organization Name]. This letter serves to confirm
that [Employee/Intern's Name] is eligible to perform work-related duties
as outlined in their position.
Employee Details:
- Name: [Employee/Intern's Name]
- Position: [Job Title]
- Department: [Department Name]
- Start Date: [Date]
- Duration of Employment: [Full-time/Part-time, temporary, permanent,
etc.]
This authorization is granted based on [Employee/Intern's Name] being in
compliance with all company policies and legal regulations regarding
employment eligibility.
Should you require any further information or documentation regarding
this request, please do not hesitate to contact me at [Your Phone Number]
or [Your Email Address].
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]