

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Authorization for Employee Work

I, [Your Name], [Your Position] at [Your Company Name], hereby authorize [Employee's Name], [Employee's Position], to perform work on behalf of [Your Company Name] for the duration of [specific time frame or project name].

This authorization includes the following responsibilities:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

Should you have any questions or require further information, 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]

[Your Printed Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]