

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Work Authorization Letter

Dear [Recipient's Name],

We are pleased to inform you that [Employee's Name], holding the position of [Job Title], is authorized to work for [Company Name]. This authorization is valid from [Start Date] to [End Date], contingent upon the satisfactory completion of all employment requirements.

Should you have any questions regarding this authorization, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]