

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Employment Authorization

I am writing to formally authorize [Employee's Name] to work on behalf of [Your Company/Organization Name] in the capacity of [Employee's Position]. This authorization is valid from [Start Date] to [End Date]. [Employee's Name] has demonstrated the necessary skills and competencies to fulfill their role effectively. They are authorized to engage in all activities related to their position, as outlined in their job description.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company/Organization Name]