

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

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

Dear [Recipient's Name],

Subject: Authorization to Work

I, [Your Full Name], hereby authorize [Employee's Full Name] to work on my behalf with respect to [specific tasks or projects, if applicable] at [Company/Organization Name]. This authorization is valid from [start date] to [end date].

Please grant [Employee's Full Name] the necessary access and/or permissions required to perform their duties during this period.

If you have any questions or require further confirmation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]