

[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]

Dear [Recipient's Name],

Subject: Work Authorization Letter

I, [Your Name], am writing to formally authorize [Employee's Name] to work on behalf of [Company/Organization Name] from [Start Date] to [End Date]. During this period, [Employee's Name] will be engaged in the following responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please let me know if you need any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Company/Organization Name]