

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

[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Authorization Letter for Employment

Dear [Employer's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding my employment matters with [Company Name]. This authorization includes the ability to collect necessary documents, receive information, and handle related inquiries as necessary.

[Authorized Person's Name] can be reached at [Authorized Person's Phone Number] and [Authorized Person's Email Address].

This authorization is valid until [Expiration Date] unless terminated sooner by written notice from me.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]