Authorize payment release to employee or representative

Subject: Payment Authorization
Dear [HR/Finance Department],
I, [Your Name], authorize [Authorized Person's Name] to collect my salary/payment of [Amount]
for the period [Start Date] to [End Date] on my behalf. This includes signing acknowledgment
receipts.
Thank you for facilitating this process.
Regards,
[Your Name]
[Employee ID]
[Department]

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