

Authorization Letter For Salary

Dear [Employer's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to receive my salary on my behalf for the month of [Month and Year]. I will be unable to personally collect my salary due to [state the reason for being unable to collect the salary].

[Authorized Person's Name] will present a valid ID and a copy of this letter as proof of authorization to receive the salary on my behalf. Please release the salary to [Authorized Person's Name] and provide a signed receipt as proof of payment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]