

Authorization Letter For Salary

Dear [Employer's Name],

I am writing to authorize [Name of Authorized Person] to receive my salary on my behalf. Due to unavoidable circumstances, I will not be able to collect my salary in person, and therefore, I am authorizing [Name of Authorized Person] to act as my representative to receive the salary for me. I hereby grant [Name of Authorized Person] permission to collect my salary from your company's accounts department on my behalf. The authorized person will be required to provide proof of identification and a copy of this authorization letter to receive my salary.

Please note that this authorization is valid only for this month's salary. For future salary payments, I will inform you in writing if I wish to authorize someone else or collect the salary myself.

Thank you for your cooperation in this matter.

Sincerely,

[Your Name]

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