

Formal Authorization Letter for Salary Collection by Representative

Subject: Authorization for Salary Collection

Dear [HR/Accounts Manager],

I, [Your Name], hereby authorize [Representative's Name] to collect my salary for the month of [Month/Year] on my behalf. I am unable to be present due to [reason, e.g., travel, personal commitments].

Please provide [Representative's Name] with all necessary assistance in processing and releasing my salary. I take full responsibility for any actions taken by my representative in this regard.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Employee ID/Designation]

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