Simple Email Authorization for Salary Transfer

Subject: Authorization to Transfer Salary
Dear [HR/Finance Team],
I authorize the transfer of my salary for [Month/Year] to the account of [Representative's Name],
Account No: [Account Number], in my absence.
Kindly ensure the transfer is processed accordingly. Thank you for your assistance.
Best regards,
[Your Name]

Get more templates here:

[Employee ID]

https://www.lettersandtemplates.com/letters/authorization-letter-for-salary