

Professional Authorization Letter for Third-party Salary Collection

Subject: Authorization to Collect Salary

Dear [Accounts Manager],

This letter serves to authorize [Representative's Name] to collect my salary for [Month/Year] on my behalf. I am unable to attend personally due to [reason].

Please release the salary to my representative and provide any required assistance. I am grateful for your understanding.

Thank you,

[Your Name]

[Employee ID/Position]

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