Authorize employee to perform transactions

Subject: Transaction Authorization for Employee
Dear [Finance/HR Department],
I, [Your Name], authorize [Employee Name] to handle transactions on my behalf during my
absence, including receiving payments, making official payments, and signing related documents
The authorized limit for transactions is [Amount].
Thank you for your support.
Regards,
[Your Name]
[Employee ID]

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[Department]

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