

Company representative authorization

Subject: Corporate Authorization for Certificate Collection

Dear Certificate Issuing Authority,

[Company Name] hereby authorizes [Employee Name], [Job Title], to collect professional certificates on behalf of our employees who have completed your certification program.

This authorization covers the collection of certificates for:

[List employee names and certificate types]

Our representative will present this authorization letter, company identification, and copies of employee identification documents for verification purposes.

This delegation is made under our corporate training and development program, and we accept full responsibility for this authorized collection.

For verification, please contact our HR department at [phone] or [email].

Sincerely,

[Authorized Signatory Name]

[Title]

[Company Name]

[Company Seal/Letterhead]

[Date]

Get more templates here:

<https://www.lettersandtemplates.com/letters/authorization-letter-to-collect-certificate>