

Granting authority to collect salary

Subject: Authorization to Collect Salary

Dear [HR Manager/Payroll Officer],

I, [Your Full Name], authorize [Authorized Person's Full Name] to collect my salary for the month of [Month, Year] on my behalf. Due to [reason, e.g., travel or illness], I am unable to collect it personally.

The authorized person will provide proof of identity upon collection. Please extend your assistance in releasing the payment accordingly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Signature if required]

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