

Professional Employee Authorization Letter

Subject: Authorization to Pick Up Payroll Check

Dear [Company Name/HR Department],

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to collect my payroll check on my behalf. Due to [brief reason - illness, travel, emergency], I am unable to personally retrieve my check scheduled for [date].

The authorized individual will present valid identification and a copy of this letter. Please release my check dated [check date] in the amount of [amount if known] to the bearer of this authorization.

This authorization is valid only for the specified check and expires on [expiration date].

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Employee ID]

[Date]

Authorized Person's Acknowledgment:

I acknowledge receipt of this authorization and will present proper identification when collecting the check.

[Authorized Person's Signature]

[Date]

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