

Temporary Employee Proxy Authorization

Subject: Temporary Authorization for Check Pickup

Hi [Payroll/HR],

I'll be out of town when paychecks are distributed on [date]. My coworker [Coworker's Name] from [department] has agreed to pick up my check.

Here's the info:

- My name: [your name]
- Employee #: [number]
- Department: [department]
- Check date: [date]

[Coworker's name] will show their employee badge and this note. I'll be back on [return date] if there are any issues.

You can text me at [phone] if needed.

Thanks,

[Your name]

[Date]

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<https://www.lettersandtemplates.com/letters/authorization-letter-to-pick-up-check>