

Professional authorization within a corporate setting

Subject: Corporate Authorization to Sign Documents

Dear [Recipient Name],

This is to formally authorize [Authorized Employee Name] to sign and approve documents related to [specific department or function] on behalf of [Company Name] effective from [Start Date] until [End Date].

All actions taken by the authorized person within the scope of this authorization will be considered valid.

Sincerely,

[Your Name]

[Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/authorization-letter-to-sign-documents>