

# Sample Employment Authorization Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Employee's Name] to work on my behalf as my representative at [Company Name] during my absence, effective from [Start Date] to [End Date].

This authorization includes the power to attend meetings, make decisions, and perform any tasks that fall within the scope of my role at [Company Name].

Please consider this letter as my formal authorization for employment representation.

Sincerely,

[Your Signature]

[Your Printed Name]