

Professional Work Authorization Letter

Subject: Authorization to Perform Work

Dear [Recipient Name],

This letter serves to formally authorize [Employee/Contractor Name] to perform work on behalf of [Company/Organization Name] effective from [Start Date] to [End Date]. The authorized work includes [describe specific tasks, duties, or responsibilities].

Please extend full cooperation to [Employee/Contractor Name] in carrying out these tasks. This authorization remains valid until the stated end date or until revoked in writing.

Sincerely,

[Your Name]

[Position]

[Company/Organization Name]

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