

Temporary Work Authorization Email

Subject: Temporary Work Authorization for [Employee Name]

Dear [Recipient Name],

We hereby authorize [Employee Name] to perform specific duties related to [project or task] from [Start Date] to [End Date]. All work should be conducted under company policies and guidelines.

Kindly assist [Employee Name] in accessing necessary resources and approvals.

Best regards,

[Your Name]

[Position]

[Company/Organization Name]

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