

Heartfelt Work Authorization Letter

Subject: Authorization for [Employee Name] to Work

Dear [Recipient Name],

We are pleased to grant [Employee Name] authorization to carry out work assignments for [Company/Organization Name]. This decision reflects our trust in their skills and dedication.

The authorized work includes [list tasks or responsibilities], effective from [Start Date]. We hope this opportunity allows [Employee Name] to excel and contribute meaningfully.

Warm regards,

[Your Name]

[Position]

[Company/Organization Name]

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