

Casual Work Authorization Message

Subject: You're Authorized to Start Work!

Hi [Employee Name],

Just a quick note to let you know you're officially authorized to start working on [project/task] from [Start Date]. Make sure to follow all guidelines and reach out if you need anything.

Thanks,

[Your Name]

[Position]

Get more templates here: <https://www.lettersandtemplates.com/letters/work-authorization-letter>