Authorization Letter to Claim Salary

Date

To,

[Company Name]

Subject: Authorization to Get Salary

Dear Finance Department,

I am writing to inform you that I authorize [Name] to receive my salary on my behalf from the finance department of [Company Name], as I will not be available to collect it myself due to [Mention reason]. This letter is valid only from [start date] until [end date]. Thank you for your time.

I am enclosing my details for your reference.

Name:

Employee Id:

Department:

Please ensure that my salary is paid to the authorized person. If you have any questions or concerns about this authorization, please do not hesitate to contact me at [Email/contact number].

Sincerely,

[Your Name]