Authorization Letter to Collect Salary on Behalf

Date

To,

[Company Name]

Subject: Authorization to Get Salary

Dear Finance Department,

I authorize [Name] to receive my salary from the company’s finance department on my behalf. This is because I will not be available to collect my salary due to [reason]. This letter is valid only from [start date] to [end date].

Please find my contact details below for your reference.

Name:

Employee Id:

Department:

Please make sure to hand over my salary to the authorized person. If you have any questions or doubts about this authorization letter, please contact me at [Email/contact number].

Sincerely,

[Your Name]