Letter of Request for Work Permit

From:

[Sender’s Name]

[Address]

[Contact]

[Date]

To,

[Receiver’s Name]

[Address]

Subject: Request for Work Permit

Respectfully, Sir,

I'm [Your Name], and I'm writing this work permission letter to notify you that my job has been authorized. This is being sent to inform you that Mr. [Name] will be working for me while I am gone for a month, and it's important that someone takes care of my duties while I'm away.

Mr. [Name] has worked with me for two years and is fully aware of the responsibilities I have. Because I will be traveling abroad for a month, this letter is being written so that someone can manage and handle my obligations while I'm gone.

Mr. [Name] is a resident of [address], as stated in this work authorization document, and I'd like to notify you that he's authorized to deal with and submit sales report files on my behalf, as well as communicate with sales colleagues and attend sales meetings.

Please accept my apologies for the inconvenience. This letter also includes a signed attestation by Mr. [Name] that agrees to be responsible for reimbursing me for the services he will perform on my behalf. The signature of Mr. [Name] is included with this letter as proof of his agreement.

I respectfully request that you validate the work authorization and respond as soon as possible. Please do not hesitate to contact me at [phone number] if you require any further assistance.

Thank you for taking the time to read this email

Sincerely,

[Sender’s Name]