

Employee Representative Authorization Form

This **employee representative authorization form** sample template streamlines the process of designating a representative to act on behalf of an employee. It ensures clear communication and legal compliance by outlining the scope of the representative's authority. Using this template helps organizations maintain organized and efficient personnel management.

Employee Information

Employee Name:

Employee ID/Number:

Department:

Contact Number:

Authorized Representative Information

Representative Name:

Relationship to Employee:

Contact Number:

Scope of Authorization

Please specify the tasks or matters the representative is authorized to handle on behalf of the employee:

Authorization Period

Start Date:

End Date:

Employee Declaration & Signature

I, the undersigned employee, hereby authorize the above-named representative to act on my behalf as specified in this form. I acknowledge that this authorization is granted voluntarily and can be revoked by me at any time in writing.

Employee Signature:

Date:

Authorization Approval (For HR/Management Use Only)

Approved By (Name & Title):

Signature:

Date:

This form is for internal organizational use only. Contact the HR department for assistance or clarification regarding the authorization process.