

Authorization Letter Form Sample for Salary Collection

This **authorization letter form sample** for salary collection is a formal document that allows an employee to grant permission to another person to collect their salary on their behalf. It clearly outlines the details of the authorization, ensuring smooth and secure salary disbursement. Using this template helps avoid any confusion or disputes during the salary collection process.

Authorization Letter Form

Employee Information

Employee Name:

Employee ID:

Department:

Authorized Person's Information

Authorized Person's Name:

Relationship:

ID Number (if required):

Details of Authorization

Salary Period (Month/Year):

Date of Authorization:

Employee Signature:

Submit

Authorization Letter Template

To Whom It May Concern,

I, [Employee Name], hereby authorize [Authorized Person's Name], who is my [Relationship], holding ID number [ID Number] (if applicable), to collect my salary for the period of [Month/Year] on my behalf.

This authorization is granted due to my absence/inability to collect the salary personally. Please hand over the salary for the said period to the authorized person.

Thank you for your assistance.

Sincerely,

[Employee Signature]

[Date]