|  |  |
| --- | --- |
| **Authority Letter** | [Email] |
| Collect my Salary on my behalf | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Collect my Salary on my behalf

Dear Ms. Davis,

I hope this letter finds you well. I am writing to formally inform you that I am currently hospitalized and unable to personally attend to my duties, including the collection of my salary. In light of this situation, I hereby authorize my sister, Ms. Emily Johnson, who is also my immediate family member, to collect my salary on my behalf for the month of August.

**Below are the details of my authorized representative:**

Full Name: Ms. Emily Johnson

Date of Birth: January 15, 19XX

Contact Number: (555) 123-4567

Email Address: emily.johnson@email.com

Relationship to Me: Sister

I kindly request your cooperation and assistance in facilitating the salary collection process for my authorized representative. I understand that my sister, Ms. Emily Johnson, will need to present proper identification and complete any necessary forms as required by the company's policies and procedures.

I also authorize my sister, Ms. Emily Johnson, to sign any documents or receipts related to the salary collection process on my behalf.

I anticipate that my recovery period will extend until September 1, 20XX, at which point I hope to resume my regular duties. Until then, I would greatly appreciate your understanding and support in this matter.

Thank you for your prompt attention to this request. Please feel free to contact me at (555) 789-0123 or john.smith@email.com should you require any further clarification or information.

Sincerely,

John Smith

Employee ID: 12345

**Enclosure:** Copy of Ms. Emily Johnson's identification

CC: Human Resources Department

Jane Doe, Supervisor

Finance Department