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

TO [Receiver Name] [Receiver Title]

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

To Whom It May Concern,

I, John Smith, an employee of ABC Industries working remotely as a Content Writer, am writing this letter to formally authorize my friend, Sarah Johnson, to collect my salary on my behalf for the month of July 20XX. Due to unforeseen circumstances, I am unable to collect my salary in person.

I trust Sarah Johnson completely and I am confident that she will carry out this responsibility diligently. As my authorized representative, Sarah Johnson will provide any necessary identification documents and adhere to the company's procedures to ensure a smooth and secure transaction.

I kindly request that you provide Sarah Johnson with the necessary information and instructions regarding the collection of my salary. Please feel free to contact me at john.smith@email.com or (123) 456-7890 if you require any additional information or clarification.

I understand that I am solely responsible for any arrangements or agreements made between Sarah Johnson and ABC Industries regarding the collection of my salary. I will ensure that Sarah Johnson returns any receipts or acknowledgments related to the transaction.

I appreciate your understanding and cooperation in this matter. Thank you for accommodating my request. I trust that this process will be executed smoothly.

Sincerely,

John Smith

Enclosures:

1. Copy of my Driver's License

2. Copy of Sarah Johnson's Passport