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| |  | | --- | | **Authority Letter**  Collect my Salary on my behalf |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Authorization Letter to Collect my Salary on my behalf  To Whom It May Concern,  I, Jennifer Parker, an employee of Global Tech Solutions, am writing to formally authorize my spouse, Michael Parker, to collect my salary on my behalf during the period of my maternity leave.  I will be on maternity leave from August 15, 20XX, to October 15, 20XX, as approved by the company. During this time, I will not be able to personally collect my salary from the company office. Therefore, I am entrusting my spouse to act as my representative for this purpose.  **Please find below the details of my spouse who has been designated to collect my salary:**  Full Name: Michael Parker  Relationship to Employee: Spouse  Contact Number: (555) 987-6543  Photo Identification: Driver's License - MP987654  I kindly request the authorized personnel of the company to provide my spouse with the necessary assistance and access to collect my salary on my behalf. I understand that this authorization is limited solely to the collection of my salary and any related documents.  I also acknowledge that any actions or decisions made by my spouse in connection with the salary collection during my maternity leave will be considered binding and valid as if I had taken those actions myself.  I sincerely appreciate your understanding and cooperation in this matter. If there are any additional forms or procedures required for this process, please inform my spouse so that they can fulfill the necessary requirements.  Thank you for your attention to this request. I trust that my salary will be collected and handled securely in accordance with the company's policies.  Sincerely,  Jennifer Parker  **Enclosure:** Copy of Michael Parker’s Photo Identification (Driver's License - MP987654) | |