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| |  | | --- | | **Authority Letter**  Salary Collection |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Salary Collection Authorization on My Behalf – [Date]  Dear [Concerned Personnel's Name],  I hope this letter finds you well. I am writing to formally inform you that due to unforeseen legal matters that require my immediate attention and presence, I am unable to personally collect my salary for the month of [Date] . In light of this situation, I would like to designate [Agent’s Name], who is also my [Relationship with Family Member], to collect my salary on my behalf.  I hereby grant full authority to [Agent’s Name] to collect my salary for the period. Enclosed with this letter, please find a copy of [Agent’s Name] identification documents for verification purposes. I trust that this documentation will ensure a smooth process and prevent any inconvenience.  Please provide [Agent’s Name] with the necessary information and guidance regarding the collection of my salary. If there are any forms or additional documentation required, kindly provide them to [Family Member's Full Name] so they can facilitate the process seamlessly.  I understand that my salary will be released to [Agent’s Name] in accordance with the company's standard procedures. I assure you that this authorization is solely for the purpose of collecting my salary and does not grant any further rights or privileges.  I am grateful for your understanding and assistance during this challenging time. Once my legal matters are resolved, I will resume personally collecting my salary. In the meantime, I appreciate your cooperation and support in making this arrangement possible.  Should you require any further information or clarification, please do not hesitate to contact me at [Contact Number] or [Your Email Address]. I remain reachable despite my current situation.  Sincerely,  [Your Full Name]  [Your Signature if sending a physical copy]  [Employee ID - if applicable]  **Enclosure:** Copy of [Agent’s Name] ID documents | |