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| |  | | --- | | **Authority Letter**  Collect salary |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   To Whom It May Concern,  I, [Your Name], an employee of [Company Name], am writing to formally authorize my spouse, [Spouse's Name], to collect my salary on my behalf during the period of my maternity leave.  I will be on maternity leave from [Start Date] to [End Date], as approved by the company. During this time, I will not be able to personally collect my salary from the company premises. 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: [Spouse's Name] * Relationship to Employee: Spouse * Contact Number: [Spouse's Contact Number] * Photo Identification: • [Spouse's ID Type and Number]   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,  [Your Signature]  [Your Typed Name]  **Enclosure:** Copy of Spouse's Photo Identification (if applicable) |