|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **Authority Letter**  Collect Salary on my Behalf | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Authorization Letter to Collect Salary on my Behalf  To Whom It May Concern,  I, [Your Name], an employee of [Company Name] working remotely as [Your Job Title], am writing this letter to formally authorize my friend, [Friend's Full Name], to collect my salary on my behalf for the month of [Date]. Due to unforeseen circumstances, I am unable to personally collect my salary in person.  I trust [Friend's Full Name] completely and I am confident that they will carry out this responsibility diligently. As my authorized representative, [Agent’s Name] 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 [Agent’s Name] with the necessary information and instructions regarding the collection of my salary. Please feel free to contact me at [Contact Number] or [Your Email Address] if you require any additional information or clarification.  I understand that I am solely responsible for any arrangements or agreements made between [Agent’s Name] and [Company Name] regarding the collection of my salary. I will ensure that [Friend's Full Name] 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,  [Your Full Name]  [Your Signature if sending a physical copy]  **Enclosures:**  1. Copy of [Your Identification Document]  2. Copy of  [Agent's Identification Document] | |  | |