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| **Authority Letter**  Collect Salary on my Behalf |
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| To[Receiver Name][Receiver Title][Addess][Email] |
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| From[Sender Name][Sender Title][Addess][Email] |

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| **Subject:** Authorization Letter to Collect Salary on my BehalfTo 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] |
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