

Date:

Human Resources

Dear _____,

I am _____ a _____ of your company, do hereby sending you this letter as notification that I am authorizing/allowing the bearer of this letter named, _____ to claim my salary for this month of _____ from your good office.

I won't be able to claim it on my own because_____. I am also allowing this person to sign any documents/papers that I related to this transaction. Thank you very much.

Respectfully yours,

