

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

I authorized my \_\_\_\_\_, \_\_\_\_\_ to pick up all my  
\_\_\_\_\_. I was not able to come today in your office \_\_\_\_\_.

She brings all the company properties that I needed to surrender \_\_\_\_\_.

In case you have any questions and verifications please contact to my personal  
number \_\_\_\_\_.

Sincerely Yours,

\_\_\_\_\_  
\_\_\_\_\_