

Authorization Back Pay

Authorization Letter to Claim Back Pay Salary (Philippines)

[Your Full Name]

[Your Address]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

To Whom It May Concern:

Subject: Authorization to Claim Back Pay and Remaining Salary Balance

I, [Your Full Name], of legal age, Filipino, and a resident of [Your Address], hereby authorize [Authorized Person's Full Name], holder of [ID Type and Number], to claim my back pay, remaining salary balance, and any related documents from [Company Name].

This authorization is issued because [reason]. The authorized person may sign receipts, quitclaims, and any necessary forms for the release of my back pay.

Attached are photocopies of our valid IDs for verification.

Thank you.

Sincerely,

[Your Full Name]

[Your Signature]

Tagalog Authorization Letter to Claim Salary

[Buong Pangalan Mo]

[Address Mo]

[Petsa]

Sa Kinauukulan:

PAHINTULOT SA PAGKUHA NG SUWELDO

Ako po si [Your Name], may sapat na gulang, at nakatira sa [Your Address]. Pinapahintulutan ko si [Representative's Name] na kunin at tanggapin ang aking [suweldo / back pay / huling sahod / TUPAD salary] para sa [Month/Year] mula sa [Company/Barangay/DOLE].

Pinahihintulutan ko rin siyang pumirma ng anumang dokumento na kailangan para sa pag-release ng sahod.

Nakalakup dito ang photocopy ng aming valid government-issued IDs.

Maraming salamat po.

Lubos na gumagalang,

[Lagda at Pangalan]

Spa Last Salary

SPECIAL POWER OF ATTORNEY (SPA) to Claim Last Salary After Resignation

REPUBLIC OF THE PHILIPPINES

CITY/MUNICIPALITY OF [City]) S.S.

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

I, [Your Full Name], of legal age, Filipino, single/married, and a resident of [Your Address], do hereby appoint and authorize [Authorized Person's Full Name], of legal age, Filipino, and a resident of [Authorized Person's Address], as my true and lawful Attorney-in-Fact.

My Attorney-in-Fact is authorized to claim my last salary, final pay, and any related documents from [Company Name], including signing quitclaims, receipts, and forms as required.

This SPA is issued because [reason].

IN WITNESS WHEREOF, I have hereunto set my hand this [Date], in [City/Municipality], Philippines.

[Your Full Name]

Principal

SIGNED IN THE PRESENCE OF:

Witness _____

Witness _____

ACKNOWLEDGMENT

(Complete notarial section as required by local Notary Public.)

Tupad Salary

Authorization Letter to Claim TUPAD Salary (Philippines)

[Your Full Name]

[Your Address]

[Email Address]

[Phone Number]

[Date]

Department of Labor and Employment (DOLE)

[DOLE Office Address]

To Whom It May Concern:

Subject: Authorization to Claim TUPAD Salary Payout

I, [Your Full Name], a TUPAD beneficiary with Reference No. [Reference Number], hereby authorize [Authorized Person's Full Name], my [relationship], holder of [ID Type and Number], to claim my TUPAD salary payout. They may sign receipts, attendance sheets, or any documents required for the payout. This authorization is issued because [reason].

Attached are photocopies of our valid IDs (with signatures).

Thank you.

Sincerely,

[Your Full Name]

[Your Signature]

Salary Check

Authorization Letter to Claim Salary Check (Philippines)

[Your Full Name]

[Your Address]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

To Whom It May Concern:

Subject: Authorization to Claim Salary Check

I, [Your Full Name], employee of [Company Name] with Employee ID [Employee ID], authorize [Authorized Person's Full Name], holder of [ID Type and Number], to claim my salary check for the period [Salary Period].

This authorization is issued because [reason]. Attached are photocopies of our valid IDs.

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Signature]