

**[Your Name]**

**[Your Address]**

**[Your contact information]**

**[Date]**

**[Recipient Name]**

**[Recipient Address]**

**[Recipient contact information]**

**Re: Letter of Authorization for Company Representative**

**Dear [Recipient Name],**

I [name of person] am the hiring representative of [ company name] . I would like to inform you that the authorities of [ company name ] has selected [ name of person ] to participate in the general meeting that will be held on [ date].

[ name of person ] is working in the position of [ position ] for nearly [time span] years.

The authorities of [ company name] has authorized [ name of person ] to perform the necessary tasks in the meeting .

1. He /She has been appointed as the authorized person to announce the terms and conditions of the company. These terms and conditions are the newly updated ones.
2. He /She will be responsible for announcing the names of the winners and awarding them.
3. He/She will be also informing about the employees enlisted in the performance improvement plan.

[ name of person] has been a part of [ company name ] for nearly [ time span] years.

[ name of person] has been selected as the authorized representative for his/her sincerity, communication and leadership skills.

He/ She has always contributed in increasing the profit of the company.

He/She has been always regular in the office and helping in maintaining the discipline of the office.

[ name of person] has always participated along with the Vice president of [ company name in different meetings.

As a matter of fact, [ name of person2] will not be present in the coming meeting which is going to be held on [ mention date].

It will be the responsibility of [ name of person] to deliver the necessary information on behalf of [ name of person2].

[ name of person 2] , the Vice President of [ company name] will not be available on [ date].

The legal authorization notice has started from [ starting date ] and ending at [ ending date].

For further queries, kindly contact us at [ contact number ] or send us an email at [ email id].

**Sincerely,**

**[Hand written signature]**

**[Date]**

**[Notary or witness if required]**