[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]