**Work Authorization Letter For Minor**

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**ABC Retail Store**123 Main Street  
Springfield, IL 62701  
contact@abcretail.com  
(555) 123-4567  
August 5, 2024

**To Whom It May Concern,**

This letter is to certify that Emily Johnson, born on April 15, 2008, is authorized to work at ABC Retail Store. The details of the employment are as follows:

**Minor’s Information:**

* Full Name: Emily Johnson
* Date of Birth: April 15, 2008
* Address: 456 Elm Street, Springfield, IL 62702

**Parent/Guardian Information:**

* Full Name: Sarah Johnson
* Relationship: Mother
* Address: 456 Elm Street, Springfield, IL 62702
* Phone Number: (555) 987-6543

**Employment Details:**

* Job Title: Sales Assistant
* Job Description: Assisting customers, stocking shelves, and operating the cash register.
* Start Date: August 15, 2024
* Work Schedule: Saturdays and Sundays, 10:00 AM - 2:00 PM

**Work Permit Information:**

* Permit Number: 123456
* Issuing Authority: Illinois Department of Labor

**Consent:**

I, Sarah Johnson, as the legal parent/guardian of Emily Johnson, hereby give my consent for her to work at ABC Retail Store under the conditions stated above.

**Signatures:**

**Emily Johnson**Minor

**Sarah Johnson**Parent/Guardian

**John Smith**Store Manager

Should you have any questions or require further information, please do not hesitate to contact us at (555) 123-4567 or contact@abcretail.com.

Sincerely,

**John Smith**Store Manager  
ABC Retail Store