

Work Authorization Letter For Minor

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