

# Work Authorization Letter For Office

**Emily Clark**

789 Elm Street

Hometown, USA 54321

emily.clark@example.com

(555) 987-6543

August 5, 2024

**Michael Brown**

HR Manager

XYZ Enterprises

321 Commerce Blvd.

Metro City, USA 12367

Dear Michael Brown,

**Subject: Work Authorization Letter**

I am writing to formally authorize Sarah Williams, holding the position of Project Coordinator at XYZ Enterprises, to carry out and complete specific tasks within our office premises as outlined below:

**Authorized Tasks:**

1. Coordinate and manage the office renovation project.
2. Oversee the installation of new office furniture.
3. Conduct training sessions on office safety protocols.

This authorization is valid from August 6, 2024, to August 20, 2024, and is granted to ensure the successful completion of these tasks, which are crucial for the ongoing operations and productivity of our office.

**Employee Information:**

- **Name:** Sarah Williams
- **Position:** Project Coordinator
- **Employee ID:** PC5678

Please provide Sarah Williams with the necessary access and resources to complete these tasks. If there are any questions or if further clarification is needed, feel free to contact me directly at (555) 987-6543 or via email at [emily.clark@example.com](mailto:emily.clark@example.com).

Thank you for your attention and cooperation in this matter.

Sincerely,

[Your Signature]

**Emily Clark**

Operations Manager

XYZ Enterprises