

Authorization Letter to Claim Back Pay Salary (Philippines)

Full Name _____

Address _____

Email Address _____

Phone Number _____

Date _____

Company Name _____

Company Address _____

To Whom It May Concern:

Subject: Authorization to Claim Back Pay and Remaining Salary Balance

I, _____, of legal age, Filipino, and a resident of _____, hereby authorize _____, holder of _____, to claim my back pay, remaining salary balance, and any related documents from _____. This authorization is issued because [reason]. The authorized person may sign receipts, quitclaims, and any necessary forms for the release of my back pay. Attached are photocopies of our valid IDs for verification.

Thank you.

Sincerely,

[Your Full Name]

[Your Signature]