

Authorization Letter to Claim Salary Check

Full Name_____

Address _____

Email Address_____

Phone Number_____

Date_____

Company Name_____

Company Address_____

To Whom It May Concern:

Subject: Authorization to Claim Salary Check

I, _____, of legal age, Filipino, and a resident of _____, employee of _____ with Employee ID_____ authorize_____, holder of _____, to claim my salary check for the period_____.

This authorization is issued because _____.

Attached are photocopies of our valid IDs.

Thank you.

Sincerely,

[Your Full Name]

[Your Signature]