

**[Recruitment Agency Name]**  
[Agency Address]  
[City, State, Zip Code]  
[Date]

**TO WHOM IT MAY CONCERN**

Subject: Letter of Authorization for Signatory Authority

Dear Sir/Madam,

This is to formally certify that **[Name of Authorized Person]**, holding the position of **[Job Title]**, is officially authorized to sign contracts, agreements, employment offers, and all legal documents on behalf of **[Recruitment Agency Name]**.

This authorization includes, but is not limited to, the following responsibilities:

- Signing recruitment service agreements with client companies.
- Signing employment contracts and appointment letters for candidates.
- Representing the agency in legal and administrative matters.

A specimen signature of the authorized person is provided below for verification purposes:

\_\_\_\_\_  
(Specimen Signature of [Name of Authorized Person])

This authorization shall remain in full force and effect until **[Expiration Date]** or until written notice of revocation is provided by the management.

Should you require any further verification, please do not hesitate to contact our office at [Phone Number] or [Email Address].

Sincerely,

[Signature]  
**[Name of Senior Manager/Director]**  
[Title/Position]  
[Recruitment Agency Name]

[Agency Stamp/Seal]