

Offsite Authorization Letter

Date: [Redacted]

To,

[Redacted]

[Recipient Name/Designation]

Subject: Offsite Authorization

Dear [Redacted],

I, [Redacted], hereby authorize [Redacted] to attend offsite activities on my behalf on [Redacted] at [Redacted].

Please provide the necessary assistance and support. If further information is required, you may contact me at [Redacted].

Sincerely,

[Redacted]

[Your Name]

[Redacted]

[Contact Number]