

A sample authorization letter

Your Ref:

Our Ref:

Date:

Embassy of Nepal

Wisma Paradise,

No. 63, Jalan Ampang

50450 Kuala Lumpur

We authorize the bearer of this letter Mr./Ms as our Company's officer level representative (preferably from HR Department) to act on behalf of the company in all matters pertaining to the recruitment of workers from Nepal.

Sd.

Employer's Authorised Signature

Attested in the country of employment by:

1. Name:

2. Designation:

Embassy of Nepal in Kuala Lumpur

3. NRIC No.:

4. Company's Chop: