

A sample authorization letter

Yours Ref:

Our Ref:

Date:

Embassy of Nepal
Suite 13A.01, Level 13A
Wisma MCA, No.163 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 Authorized Signature

Attested in the country of employment by:

1. Name:
2. Designation:
3. NRIC No.:
4. Company's Chop:

Embassy of Nepal in Kuala Lumpur