Dear Mr. Bill,

I, Jennifer John, grant the authority to Mr. David Smith to collect my experience certificate of XYZ Limited.

I had worked with your organization for three years. Due to a personal reason, I had to leave the job and shift to another country within a short span. I did not have enough time at that point to collect the job certificate from XYZ Limited. Now, that I am in a different country and want to start a new job, my new employers would be requiring my experience certificates. Mr. Smith will collect the certificate on my behalf and send it back to me.

The required identification details are attached along with this letter. Please free to contact me at [Contact]. This letter would be in effect from 30th May 20XX-15th July 20XX.

Thank you for your assistance.

Regards,

Jennifer John