

# Legal Authorization Letter for Employee

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Samantha Watkins  
CEO, Watkins Enterprises  
500 Innovation Parkway  
Tech City, CA 94016  
s.watkins@watkinsenterprises.com  
415-555-0234  
January 27, 2025

Human Resources Department  
Advanced Tech Solutions  
1234 Digital Drive  
Tech City, CA 94016

Subject:

Authorization for Employee Representation at the International Tech Symposium

Dear Human Resources Manager,

I, Samantha Watkins, Chief Executive Officer of Watkins Enterprises, hereby authorize Michael Bennett, Head of Technology Development, to represent Watkins Enterprises at the upcoming International Tech Symposium scheduled for April 15-17, 2025, in Tech City, CA.

Michael is fully empowered to engage in discussions regarding strategic collaborations, intellectual property negotiations, and potential research and development partnerships that align with Watkins Enterprises' strategic goals. He is

also authorized to enter into preliminary agreements and commitments as deemed necessary for the advancement of our business objectives.

This authorization confirms that Michael Bennett acts under the full authority of Watkins Enterprises for the entirety of the symposium. Please ensure he is granted access to all relevant sessions, workshops, and negotiation tables that require formal representation from our company.

For any verifications, further clarifications, or direct communications, please contact me using the details provided above.

Thank you for your cooperation and for facilitating Michael Bennett's participation at the event.

Sincerely,

[Signature, if sending a hard copy]

Samantha Watkins

CEO, Watkins Enterprises

Enclosures:

1. Copy of Michael Bennett's official company badge
2. Detailed list of topics and areas Michael is authorized to discuss and negotiate
3. Verification of authorization form