

### Sample Letter of Authorization

(Print on district letterhead and keep on file at district office.)

DATE

TO: File

FROM: Name, Superintendent  
School/District/County Office of Education

SUBJECT: Authorization to Issue Work Permits

This letter is officially authorizing the following personnel to issue work permits according to California *Education Code* § 49110:

Name	Title
Name	Title
Name	Title

All personnel listed above have a working knowledge of California labor laws and regulations as they relate to minors. If there are any questions pertaining to the issuance of work permits, please contact first name, last name, job title, by phone at (xxx) xxx-xxxx.

Sincerely,

Name, Superintendent

XX:xxx (Reference Initials)