

## Employee Business Trip Authorization Letter

Date: \_\_\_\_\_

To:

\_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Subject:

Authorization for Business Trip

Dear \_\_\_\_\_,

We hereby authorize you to undertake a business trip as per the following details:

Purpose of Trip:

\_\_\_\_\_

Destination:

\_\_\_\_\_

Travel Dates:

From \_\_\_\_\_ To \_\_\_\_\_

Additional Remarks:

\_\_\_\_\_

You are expected to adhere to company policies and represent the organization professionally during your trip.

Wishing you a successful and productive journey.

Authorized by,

\_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Acknowledged by,

\_\_\_\_\_

Name: \_\_\_\_\_

Employee Signature