

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