

Professional letter from employee to employer

Subject: Request for Permission to Join Company Tour

Dear [Manager's Name],

I am writing to request your permission to participate in the upcoming company-organized tour scheduled on [Date]. This tour has been planned as part of the team-building activities and will take place at [Location].

I believe this event will enhance collaboration among colleagues and contribute positively to our work environment. I will ensure that my responsibilities are managed and pending tasks are completed before the departure date.

I look forward to your kind approval.

Respectfully,

[Employee's Name]

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