

Official Travel Authorization Letter for Employee

Subject: Authorization for Official Travel

Dear [Employee Name],

This letter serves to authorize your official travel from [Start Date] to [End Date] to [Destination]. You are permitted to conduct all duties related to [Project/Task] during this period. Expenses will be covered as per company policy.

Please ensure all travel arrangements comply with organizational guidelines and report back upon completion.

Sincerely,

[Supervisor/Manager Name]

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