

Casual Travel Authorization Email for Team Trip

Hi [Team Member Name],

Just a quick note to confirm your travel for the team offsite scheduled from [Start Date] to [End Date]. All bookings have been made, and expenses are covered. Make sure to keep receipts for reimbursement.

Have a great trip!

Best,

[Manager Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/travel-authorization-letter>