

Business Trip Notification Message Template

Subject: Business Trip Notification - [Destination] from [Dates]

Dear [Recipient Name],

I am writing to inform you that I will be traveling on business to [destination] from [start date] to [end date]. This trip has been approved by [supervisor/department] and is essential for [brief purpose - client meetings, conference, training, etc.].

During my absence, I have arranged for [colleague name] to handle urgent matters and cover my immediate responsibilities. All pending projects will be updated before my departure, and I will ensure a smooth transition of daily tasks.

I will have limited availability during travel days but can be reached via email or mobile phone for urgent matters. I plan to check emails regularly and will respond to non-urgent communications upon my return.

Please let me know if you have any questions or concerns before my departure.

Best regards,

[Your Name]

[Your Position]

[Contact Information]

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