

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, ZIP Code]

Subject: Employer Authorization to Travel

Dear [Employee's Name],

This letter serves to authorize your travel for [specific purpose of travel] from [start date] to [end date].

Details of Travel:

- Destination: [Destination City/Country]

- Purpose of Travel: [Description of purpose]

- Duration: [Total number of days]

- Approved Expenses: [List covered expenses, if applicable]

Please ensure that all company policies regarding travel and expenses are adhered to during your trip.

Safe travels!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]