

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Travel Permission Letter

Dear [Employee's Name],

This letter is to formally grant you permission to travel for [reason for travel, e.g., business purposes, training, conference, etc.].

Travel Details:

- Destination: [City/Country]

- Date of Departure: [Date]

- Date of Return: [Date]

- Purpose of Travel: [Brief description of the purpose]

Please ensure that all necessary arrangements are made in accordance with our company's travel policy. Should you have any questions or require further assistance, please feel free to contact [Supervisor's Name or HR Department].

Wishing you safe travels!

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Company Name]