

Travel Approval Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Overseas Travel Approval

Dear [Recipient's Name],

We are pleased to inform you that your request for overseas travel has been approved. The details of your travel are as follows:

- **Destination:** [Insert Destination]
- **Travel Dates:** [Insert Travel Dates]
- **Purpose of Travel:** [Insert Purpose]

Please ensure that you adhere to all company travel policies and procedures during your trip. We wish you safe travels and look forward to your return.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]