

Business Trip Confirmation

Date: [Insert Date]

Dear [Employee Name],

We are pleased to confirm your upcoming business trip as part of your onboarding process.

Details of the Trip:

- **Destination:** [Insert Destination]
- **Departure Date:** [Insert Departure Date]
- **Return Date:** [Insert Return Date]
- **Purpose of Trip:** [Insert Purpose]

Please ensure you review our travel policy and prepare accordingly. Feel free to reach out if you have any questions.

Safe travels!

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]