

Clearance Letter for Teamwork Initiative

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] has received clearance to participate in the upcoming Teamwork Initiative scheduled for [insert date].

As per our records, [Employee's Name] has demonstrated the necessary skills and competencies to contribute positively to this initiative. We believe that their involvement will not only enhance the teamwork spirit but also promote collaboration within our organization.

Please feel free to contact me should you require any further information.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]