

Authorization Letter for Employee Relationship Building Event

Date: [Insert Date]

To: [Employee's Name]

[Employee's Position]

[Company Name]

[Company Address]

Dear [Employee's Name],

We are pleased to inform you that you are authorized to participate in the Employee Relationship Building Event scheduled for [insert date] at [insert location]. This event aims to foster teamwork, enhance communication, and build stronger relationships among employees.

Details of the Event:

- Date: [Insert Date]
- Time: [Insert Start Time] to [Insert End Time]
- Location: [Insert Venue]
- Agenda: [Briefly outline the agenda]

Please ensure your attendance as it is a valuable opportunity to connect with your colleagues. Should you have any questions, feel free to reach out.

Thank you for your participation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]