

Approval for Joint Departmental Operating Procedures

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Department Name]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are pleased to inform you that the proposed joint departmental operating procedures have been reviewed and approved by the management team. We believe these procedures will enhance collaboration and efficiency between our departments.

Please find the approved document attached for your records. Implementation is to begin on [Start Date]. We encourage all team members to familiarize themselves with the new procedures.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your commitment to this collaborative effort.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Company/Organization Name]