

Approval Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Company: [Company Name]

Dear [Employee's Name],

We are pleased to inform you that your request for [specific approval, e.g., budget increase, travel expenses, special project] has been reviewed and approved. We appreciate your contributions to the sales team and recognize the importance of this approval in achieving our goals.

Details of the approval are as follows:

- Amount: [Insert Amount]
- Purpose: [Insert Purpose]
- Effective Date: [Insert Date]

Thank you for your hard work and dedication. Please do not hesitate to reach out if you have any further questions or need additional assistance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]