

Travel Itinerary Confirmation

Dear [Employee's Name],

We are pleased to confirm your travel itinerary for the upcoming business trip. Below are the details of your travel:

Travel Details

- **Departure Date:** [Departure Date]
- **Return Date:** [Return Date]
- **Flight Details:** [Flight Number, Departure Airport - Arrival Airport]
- **Accommodation:** [Hotel Name, Address]
- **Transportation:** [Car Rental or Shuttle Details]

Contact Information

If you have any questions or require further assistance, please feel free to reach out to [Contact Name] at [Contact Phone Number] or [Contact Email].

Safe travels!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email]