

Flight Reservation Confirmation

Dear [Employee Name],

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

Flight Itinerary

Departure [Departure City]
Destination [Destination City]
Departure Date [Departure Date]
Departure Time [Departure Time]
Flight Number [Flight Number]
Airline [Airline Name]
Return Flight [Return Flight Information]

Booking Reference

Your booking reference number is: **[Booking Reference]**

Additional Information

Please arrive at the airport at least [X hours] prior to your flight. Ensure that you have all necessary travel documents.

Safe travels!

Best regards,
[Your Name]
[Your Position]
[Your Company]