

# Approval Letter for Consulting Job Offer

Date: [Insert Date]

[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your request for approval to take on the consulting position with [Consulting Company Name] has been reviewed and accepted.

We believe that this opportunity will not only benefit your professional growth but will also enhance our organization's capabilities through your expanded knowledge and experience.

Please ensure that your responsibilities within [Current Company Name] remain a priority and that your work commitments are met without compromise.

Additionally, we kindly ask you to keep us informed of your schedule so we can plan accordingly.

We wish you great success in this new endeavor.

Sincerely,

[Your Name] | [Your Job Title]  
[Your Company Name]  
[Your Contact Information]