**Travel Permission Approval Letter from Employer**

A travel permission letter from the employer is an approval letter to an employee who has submitted an official request for business or personal travel or tour.

John Smith

Head of Operations

Accounting Department

Weston Laboratories

July 28, 20XX

Dear John,

I’ve considered your request for permission to attend the International Conference for Business and Relations in Science in Stockholm, Sweden. Your leave to attend this conference is approved for the period of September 20, 2028, through September 25, 2028.

Please plan on presenting a briefing upon your return, along with a written summary of the information you gain that is relevant to our international business dealings with partner members of the group.

Your willingness to represent our company at this important conference is appreciated, and we look forward to learning more about the proceedings upon your return.

With regards,

Eric Dural

Accounting Department Director