**Sample Letter to Employees on Their Team Outing Sanction**

Date: 12.09.2017

Dear Employees,

This is to inform you all that the Management as accepted the request for team outing for the employees that you submitted on 05.09.2017. Given below are the details of the outing that have been sanctioned:

Date of Journey: From 25.09.2017 to 30.09.2017

Destination: Mussorrie

Accommodation: Hotel Park View

This request has been approved subjective to the following conditions mentioned in your request letter:

* This outing has been organized on your own and therefore, this will not attract any TA or DA claims.
* You will take complete care of your travel, baggage and insurance.
* You will be responsible for your safety and your belongings.
* You will be responsible for any accidents or incidents that take place during the event.
* Management has agreed to mark all the employees as “Present” from 20.09.2017 to 24.09.2017 even though employees will not be present at work to attend to their duties.

You may work on your plan and submit the final details of the outing with the company. In case of any other help, you may get in touch with the HR department.

Sincerely,

Radika Sharma