Internal use

Subject: Approval of Departmental Application

To: [Employee/Team Member Name]

Your application for [internal request or project] has been approved by the management. Please coordinate with the concerned department to implement the approved actions.

Thank you for your initiative and contribution.

Regards,

[Manager Name]

[Department]

Get more templates here: https://www.lettersandtemplates.com/letters/application-approval-letter