

Employee Travel Account Setup Notification

Dear [Employee Name],

We are pleased to inform you that your travel account has been successfully set up. Below are the details of your account:

- **Account Holder:** [Employee Name]
- **Account Number:** [Account Number]
- **Department:** [Department Name]
- **Date of Setup:** [Setup Date]

Your travel account will be used for all travel-related expenses. Please ensure you keep your account details confidential. For any queries or assistance, feel free to reach out to the HR department.

Thank you,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]