

Reimbursement Approval Notification

Dear [Employee's Name],

We are pleased to inform you that your request for reimbursement submitted on [Date of Submission] has been approved.

Details of the approved reimbursement are as follows:

- **Amount:** \$[Approved Amount]
- **Date of Expense:** [Date of Expense]
- **Reason for Expense:** [Reason]

The approved amount will be processed and deposited into your account by [Deposit Date].

If you have any questions regarding this reimbursement, please feel free to reach out to the finance department.

Thank you for your continued contributions to our team.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]