

Reimbursement Approval Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Reimbursement Approval Acknowledgment

Dear [Employee's Name],

We have received your reimbursement request submitted on [Insert Submission Date] and are pleased to inform you that it has been approved.

Details of your approved reimbursement:

- Amount: [Insert Amount]
- Purpose: [Insert Purpose]
- Reference Number: [Insert Reference Number]

The reimbursement will be processed and credited to your account within [Insert Time Frame]. If you have any questions, please do not hesitate to reach out.

Thank you for your continued efforts.

Sincerely,

[Your Name]

[Your Position]

[Your Company]