

Reimbursement Approval Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that your request for reimbursement, submitted on [Insert Submission Date], has been approved. The total amount reimbursed is [Insert Amount].

Please expect to receive the reimbursement in your account within [Insert Time Frame]. If you have any questions, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]