

Reimbursement Approval Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Reimbursement Approval Confirmation - [Reimbursement ID or Purpose]

Dear [Employee's Name],

We are pleased to inform you that your reimbursement request for [brief description of expenses] has been approved.

Details of the reimbursement:

- Reimbursement Amount: [Insert Amount]
- Date of Submission: [Insert Date]
- Reference Number: [Insert Reference Number]

The approved amount will be processed and reflected in your next paycheck, which you will receive on [Insert Date].

If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]