

Reimbursement Authorization Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Company's Name]

Subject: Reimbursement Authorization Confirmation

Dear [Employee's Name],

We are pleased to confirm the approval of your reimbursement request submitted on [Insert Request Submission Date]. After reviewing your submission, we have authorized a total reimbursement amount of [Insert Amount].

Details of the Reimbursement:

- Expense Type: [Insert Expense Type]
- Invoice/Receipt Number: [Insert Number]
- Date of Expense: [Insert Date]

Your reimbursement will be processed and included in your upcoming payroll cycle or issued via a separate check, depending on our company's reimbursement policies.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]