

Telecom Reimbursement Approval Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Confirmation of Telecom Reimbursement Approval

Dear [Employee's Name],

We are pleased to inform you that your request for telecom reimbursement has been approved. The total amount of [Insert Amount] will be reimbursed to you for the expenses incurred during [Insert Time Period].

Please ensure that you provide the necessary documentation to the finance department to facilitate the reimbursement process.

Thank you for your adherence to company policies regarding expense claims.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]