

Purchase Approval Notification

Dear [Employee Name],

We are pleased to inform you that your retail purchase request has been approved. Below are the details of your approved purchase:

Item Name	Quantity	Price
[Item Name]	[Quantity]	[Price]

Approved by: [Manager Name]

Approval Date: [Date]

Please retain this notification for your records. If you have any questions, feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]