

Approval for Retirement Account Loan Withdrawal

Date: [Insert Date]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your request for a loan withdrawal from your retirement account has been approved. You are authorized to withdraw the amount of [Insert Amount] as requested.

Please ensure that you follow the proper procedures for this withdrawal as outlined in our retirement plan documentation. It is important to understand the implications this loan may have on your future retirement benefits.

If you have any questions or need further assistance, feel free to reach out to our HR department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]