

Corporate Reimbursement Policy for Equipment and Software Purchases

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Dear [Employee Name],

We are writing to inform you about the corporate reimbursement policy regarding the purchase of equipment and software necessary for your role at [Company Name]. In order to facilitate your work and ensure that you have the tools needed to perform at your best, we encourage you to consider purchasing equipment and software that align with your job requirements.

Eligibility for Reimbursement

Reimbursement will be available for the following items:

- Computers (Laptops/Desktops)
- Software Licenses
- Additional Hardware (e.g., monitors, printers)

Request Process

To request reimbursement, please follow these steps:

1. Obtain necessary approvals from your supervisor.
2. Purchase the required equipment or software.
3. Submit a reimbursement form along with original receipts to the finance department.

Reimbursement Limits

Please note that there are limits on reimbursement amounts, which are as follows:

- Computers: Up to \$[Amount]
- Software: Up to \$[Amount] per license

Thank you for your attention to this matter. Should you have any questions regarding the reimbursement policy or process, feel free to reach out to the finance department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]