

ABC Corporation Ltd.

123 Business Avenue,
Springfield, IL 62701
Phone: (555) 123-4567
Email: hr@abccorp.com

Date: June 26, 2024

To: Mr. John Doe

Employee ID: 24587

Department: Finance

HR REIMBURSEMENT APPROVAL LETTER

Dear Mr. Doe,

We are pleased to inform you that your recent reimbursement claim submitted on June 20, 2024, for the amount of USD 375.00 relating to official business expenses (Travel & Accommodation) has been reviewed and approved.

The approved reimbursement details are as follows:

- Claim Reference No:** HR-FIN/2024/0620-23
- Amount Approved:** USD 375.00
- Date of Claim Submission:** June 20, 2024
- Category:** Business Travel & Accommodation

The approved amount will be credited to your registered bank account within 7 business days from the date of this letter. Please retain supporting receipts and documentation for future reference, in line with our HR policy guidelines.

Should you require further clarification or assistance regarding this reimbursement, kindly contact the HR Department at hr@abccorp.com.

Congratulations on the successful approval, and thank you for your prompt adherence to the reimbursement guidelines.

Sincerely,

Sarah Taylor
HR Manager
ABC Corporation Ltd.

Important Notes:

- All reimbursement claims must be supported by valid receipts and submitted within the stipulated timeframe.
- Maintaining transparency and accuracy in reimbursement requests is essential.
- HR policies regarding eligible expenses should be reviewed prior to submission.
- Approved amounts are subject to company policy and may vary based on supporting documentation.

