

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [Employee ID Number]

**Department:** [Department Name]

**Subject: Approval of Personal Loan Request**

Dear [Employee Name],

We are pleased to inform you that your application for a personal loan dated [Application Date] has been approved. The details of the loan agreement are as follows:

- **Loan Amount:** [Amount]
- **Interest Rate:** [Rate]% per annum
- **Repayment Period:** [Number] months
- **Monthly Installment:** [Amount per month]
- **Start Date of Deduction:** [Date]

The loan amount will be disbursed via [Method: e.g., Bank Transfer/Cheque] on [Disbursement Date].

As per our company policy, the monthly installments will be automatically deducted from your salary until the total balance is cleared. Please note that if your employment is terminated for any reason before the loan is fully repaid, the remaining balance will be deducted from your final settlement.

Please sign and return the attached loan agreement to the HR department to signify your acceptance of these terms.

Sincerely,

[Name of Manager/HR Representative]

[Job Title]

[Company Name]

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**Acknowledgment:**

I, [Employee Name], accept the terms and conditions of this loan as stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_