

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Enrollment in the Corporate Credit Card Cashback Rewards Program

Dear [Employee Name],

We are pleased to inform you that your corporate credit card account ending in [Last 4 Digits] has been successfully enrolled in our Corporate Cashback Rewards Program, effective [Start Date].

Under this program, the company will earn cashback on all eligible business expenditures. Please note the following program details:

- **Reward Rate:** [Percentage]% cashback on all qualifying purchases.
- **Redemption:** Rewards are credited directly to the corporate billing statement on a [Monthly/Quarterly] basis.
- **Usage:** All cashback rewards remain the property of [Company Name] and are intended to offset business operational costs.

This enrollment does not change your existing responsibilities regarding expense reporting, receipt submission, or adherence to the Corporate Travel and Expense Policy.

If you have any questions regarding this program or your card account, please contact the Finance Department at [Phone Number] or [Email Address].

Thank you for your continued commitment to our company's fiscal goals.

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Company Name]