

[Agency/Department Name]
[Office Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee ID Number]
[Home Address]
[City, State, Zip Code]

Subject: Notification of Loan Account Closure

Dear [Employee Name],

This letter serves as official notification that your employee loan, account number [Account Number], has been paid in full and is now formally closed.

Our records indicate that the final payment was received on [Date]. As of the date of this letter, your balance is \$0.00. Any payroll deductions associated with this loan have been scheduled to cease effective [Pay Period End Date].

Please find enclosed the following documents for your records:

- Certificate of Satisfaction/Release of Lien (if applicable)
- Final Statement of Account

We recommend that you retain this letter as proof of repayment for your personal financial records. If you have any questions regarding this closure or require further assistance, please contact the Personnel Payroll Department at [Phone Number] or via email at [Email Address].

Thank you for your dedicated service to the [Agency/Department Name].

Sincerely,

[Signature]
[Name of Authorized Officer]
[Title]
[Department Name]