

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Relocation Funds Disbursement

Dear [Employee Name],

We are pleased to inform you that your request for the disbursement of relocation funds has been approved in connection with your move to [New Location City/State].

The details of the approved disbursement are as follows:

- **Total Approved Amount:** [Amount]
- **Disbursement Date:** [Date]
- **Payment Method:** [Direct Deposit / Check / Payroll Add-on]

This payment is intended to cover eligible expenses as outlined in the company's relocation policy, including [List specific items like moving van, travel, or temporary housing]. Please note that these funds may be subject to applicable tax withholdings in accordance with local regulations.

Please retain all original receipts and documentation related to your relocation for your personal records and potential future audits.

We wish you a smooth transition to your new location. If you have any questions regarding this payment, please contact the Human Resources department at [Phone Number/Email].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]