

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Department: [Insert Department]

Subject: Approval of Uniform Purchase Reimbursement

Dear [Employee Name],

We are pleased to inform you that your request for reimbursement regarding the purchase of required work uniforms has been approved.

The details of the approved reimbursement are as follows:

- Date of Purchase: [Insert Date]
- Items Purchased: [Insert Items, e.g., 3 Shirts, 2 Pants]
- Total Approved Amount: \$[Insert Amount]

This payment will be processed and included in your next scheduled paycheck on [Insert Pay Date]. Please note that this reimbursement will be listed as a separate line item on your pay stub.

If you have any questions regarding this payment, please contact the Human Resources or Payroll department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]