

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Tuition Reimbursement Request Approval

We are pleased to inform you that your request for tuition reimbursement for the [Course/Program Name] has been approved. This program aligns with your professional development and growth within [Company Name].

****Tuition Reimbursement Details:****

- ****Course/Program:**** [Course/Program Name]

- ****Institution:**** [Name of Institution]

- ****Total Tuition Amount:**** [\$Amount]

- ****Reimbursement Percentage:**** [%]

- ****Approved Amount:**** [\$Amount]

To proceed, please provide us with the following documentation:

1. Proof of payment (receipt/invoice).

2. Confirmation of course completion (transcript/grade).

The reimbursement will be processed within [time frame] upon receipt of the required documents. Should you have any questions regarding this process, please feel free to reach out to [HR contact person's name] at [HR contact's email or phone number].

We appreciate your commitment to advancing your skills and knowledge and look forward to your continued contributions to [Company Name].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]