



HR Expense Email Templates

Table of Contents

- Expense Raised (Employee)
- Expense Raised (Employer)
- Expense Approved (Employee)
- Expense Approved (2nd Approver)
- Expense Partially Approved
- Expense Partially Approved (2nd approver)
- Expense Request Canceled (Employee)
- Expense Request Cancelled (Employer)
- HR Expense Email Template
- Free Download

Expense Raised (Employee)

Dear (Manager name)

You have raised an expense request of (amount) for (reason, e.g, food, travel) on (date). You will be notified on further updates.

Regards
(Signature)

Expense Raised (Employer)

Dear (Manager name)

You have received an expense reimbursement request of (amount) from (employee name) for (reason) on (date). Please, log into your HRMS account to take action.

Regards
(Signature)

Expense Approved (Employee)

Dear (Manager name)

Your expense reimbursement request submitted on (Date) has been approved by (1st approver) and is pending on (2nd approver). You will be notified of further updates.

Regards
(Signature)

Expense Approved (2nd Approver)

Dear (Manager name)

You have received an expense reimbursement request of (amount) from (employee name) for (reason) on (date). The request has been approved by (1st approver) and the approval request is pending on you. Please, log into your HRMS account to take action.

Regards
(Signature)

Expense Partially Approved

Dear (Manager name)

Your expense reimbursement request of (amount) submitted on (Date) has been partially approved by (1st approver) which means you will receive (amount) out of the (amount) you have raised.

Regards
(Signature)

Expense Partially Approved (2nd approver)

Dear (Manager name)

(Approver 1) has partially approved the expense reimbursement request of (amount) submitted on (Date) by (employee). The amount to be reimbursed is (amount). Now the request is pending on you. Please, log into your HRMS account to take action.

Regards
(Signature)

Expense Request Cancelled (Employee)

Dear (Employee Name)

You have successfully cancelled your expense reimbursement request submitted on (Date).

Regards

Expense Request Cancelled (Employer)

Dear (Employer Name)

(Employee name) has cancelled his expense reimbursement request submitted on (Date) for (reason).

Regards
(Signature)



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