[Date]

[Employee's Full Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

**Subject: Notification of Approved Rent Subsidy**

We are pleased to inform you that your application for a rent subsidy has been approved by [Organization Name]. This letter outlines the details of the subsidy that you will receive to assist with your housing costs.

**Subsidy Details:**

* **Subsidy Amount:** [Enter Subsidy Amount Here]
* **Payment Frequency:** [Monthly/Bi-monthly/Quarterly]
* **Effective Start Date:** [Enter Start Date Here]
* **Scheduled End Date:** [Enter End Date Here]

The subsidy amount will be added to your regular payroll and is subject to standard payroll taxes and deductions.

**Terms and Conditions:**

* This subsidy is granted specifically for your housing expenses at your current address: [Employee's Address].
* The subsidy will discontinue after the end date mentioned above. Any extension or renewal of this subsidy will require a separate review and approval process.
* Changes in your employment status or housing situation should be promptly reported to the Human Resources Department, as **they may affect the continuation of this subsidy**.

Please note that this subsidy is a part of our ongoing efforts to support our employees in maintaining a healthy work-life balance. We hope that this assistance will provide you with significant relief in managing your housing costs.

If you have any questions or require further information, please feel free to reach out to the [insert department name or contact person e.g. Human Resources Department] at your earliest convenience.

Thank you for your continued dedication and contributions to [Organization Name]. We are committed to supporting our employees' well-being and are delighted to offer this subsidy to you.

Best Regards,

[Name]

[Department]

[Organization Name]

[insert contact information]