Hotel Booking Confirmation Email

Subject: Hotel Reservation Confirmation for [Employee Name]

Body: Confirmed booking at [Hotel Name], [Check-in/out dates], [Room Type], [Amenities], [Cancellation Policy]. Contact [Phone].

Cab Booking Confirmation Email

Subject: Cab Booking Confirmation for [Employee Name]

Body: Pickup at [Location] on [Date/Time], Driver [Name] [Phone], Vehicle [Reg. No.], Estimated Cost, Emergency Contact.