

Date: \_\_\_\_\_

## Loan Repayment Salary Deduction Letter

To,  
The Human Resources Manager  
[Company Name]  
[Company Address]

### Subject: Authorization for Salary Deduction towards Loan Repayment

Dear Sir/Madam,

I, [Employee Name], holding the position of [Designation] in the [Department] department, Employee ID: [Employee ID], hereby authorize the deduction of an agreed amount from my monthly salary as repayment towards the loan facility granted to me by the company.

#### Loan Details:

Loan Amount: \_\_\_\_\_  
Loan Sanctioned Date: \_\_\_\_\_  
Monthly Deduction Amount: \_\_\_\_\_  
Repayment Period: \_\_\_\_\_

I understand and agree that the above-mentioned amount will be deducted from my salary every month until the full loan amount, including applicable interest, is repaid.

In case of resignation or termination, I authorize the company to deduct the outstanding loan amount from my final settlement dues.

Employee Signature

Name: [Employee Name]

Date: \_\_\_\_\_

Authorized Signatory

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

#### Important Notes:

- This letter serves as an official authorization for salary deduction.
- Both employee and authorized company personnel should retain signed copies.
- Review the terms and loan calculations before signing.
- Any changes to deduction terms should be communicated in writing.
- Employer may deduct outstanding loan from final dues upon separation.