

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.