

Employee Payment Deduction Letter

Date: _____

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

From: [Company Name]

Address: [Company Address]

Subject: Notification of Payment Deduction

Dear [Employee Name],

This letter is to inform you of a deduction that will be made from your upcoming salary payment. Please see the details below regarding this deduction:

Reason for Deduction: [Specify the reason, e.g., advance salary, absence without notice, company property damage, etc.]

Deduction Amount: [Insert amount and currency, e.g., \$150.00]

Date of Deduction: [Insert date to be deducted]

This deduction is in accordance with [reference to relevant section of company policy or employment agreement, if applicable].

If you have any questions or concerns regarding this matter, please contact the HR Department.

Kind regards,

[Manager/Supervisor Name]

[Position]

[Contact Information]

Important Notes:

- Ensure all deduction details are clear and documented with supporting evidence.
- Refer to company policy and local labor laws regarding permissible deductions.
- Maintain a signed copy of this letter for your records and provide one to the employee.
- Give the employee a chance to discuss or dispute the deduction if needed.