

Payment Authorization Letter for Employee Salary

Date: 07-June-2024

To,
The Manager
[Bank Name]
[Bank Branch Address]

Subject: **Authorization for Salary Payment**

Dear Sir/Madam,

This is to authorize and instruct your office to make the salary payment for the following employee as per the mentioned details:

Employee Name: [Employee Name]
Employee ID: [Employee ID]
Bank Account No.: [Account Number]
Salary Amount: [Amount]
Salary Month: [Month/Year]

Kindly process the aforementioned payment at the earliest as per company policies and applicable regulations. Please treat this letter as an official authorization for the said transaction.

Thank you for your attention and cooperation.

Regards,

[Authorized Personâ€™s Name]
[Designation]
[Company Name]
[Contact Number]
[Company Seal/Stamp if applicable]

Important Notes:

- This letter must be signed by an authorized officer of the company.
- Employee and account details should be verified before submission.
- Attach supporting documents (salary slip, ID proof) if required by the bank.
- Keep a copy for company records and acknowledgment of receipt.
- Amend or customize fields as per specific bank or company requirements.