

Payroll Disbursement Bank Advice Letter

Company Name: ABC Corporation Limited

Address: 123 Business St, City, State, ZIP

Date: 15 June 2024

Bank Name: National Bank of Example

Branch: Main Branch, City Center

Subject: Payroll Disbursement Instruction for June 2024

Dear Sir/Madam,

Please find below the details for salary payment to our employees for the month of June 2024. Kindly process the payroll disbursement as per the list provided.

S/N	Employee Name	Employee ID	Bank Account Number	IFSC / Routing Number	Net Amount (USD)
1	Emily Brown	EMP001	1234567890	NBE0012345	2,000.00
2	David Wilson	EMP002	9876543210	NBE0098765	2,200.00
3	Linda Smith	EMP003	1357924680	NBE0035792	1,750.00
4	Michael Johnson	EMP004	2468135790	NBE0024681	1,900.00
5	Susan Lee	EMP005	1122334455	NBE0011223	2,500.00
Total					10,350.00

Kindly confirm the processing of these disbursements and provide the transaction reference details at the earliest. If any clarification is required, please contact our HR Department.

Thank you.

Authorized Signatory

HR Manager

ABC Corporation Limited

Important Notes:

- Ensure all employee bank details are accurate to avoid payment failures.
- Salary amount must match with internal payroll records and approval.
- This letter is strictly confidential and for payroll processing only.
- Keep a copy of the advice letter and bank confirmation for company records.
- Report any discrepancies immediately to the payroll department.