

Bank Payroll Advice Letter

Company Name

ABC Pvt. Ltd.

Company Address

123, Main Street, Business City

Date

2024-06-25

Bank Name

XYZ Bank Ltd.

Subject: Salary / Payroll Advice for Employees

Dear Sir/Madam,

We request you to kindly credit the monthly salaries of our employees as per the details mentioned below to their respective bank accounts. Please find the details for your necessary action.

Sr. No.	Employee Name	Employee ID	Account Number	IFSC Code	Amount (INR)	Remarks
1	John Doe	EMP001	1234567890	XYZB0001234	50,000	June 2024 Salary
2	Jane Smith	EMP002	2345678901	XYZB0001234	47,500	June 2024 Salary
3	Rahul Kumar	EMP003	3456789012	XYZB0001234	46,250	June 2024 Salary

Total Amount (INR):

1,43,750

Authorized Signatory

(Name & Designation)

Company Seal

Important Notes

- Ensure all employee and account details are accurate before submitting to the bank.
- This letter should be signed by an authorized signatory and bear the company seal.
- Salaries will be credited only upon successful processing and fund availability.
- Any corrections should be immediately reported to the bank.
- Retain a copy of the advice letter and the salary disbursement statement for records.

