

ABC National Bank

123 Business St., City, Country
Tel: +123 456 7890
Date: 10 June 2024

To:

Human Resources Department
XYZ Technologies Ltd.
789 Corporate Ave., City, Country

Subject: Formal Bank Advice on Payroll Transfer

Dear Sir/Madam,

This is to confirm that ABC National Bank has received the payroll transfer instructions from XYZ Technologies Ltd. as per the details provided below. The funds will be credited to the respective employee accounts as specified.

Payroll Transfer Details

Company Name	XYZ Technologies Ltd.
Transfer Amount	USD 150,000.00
Date of Transfer	10 June 2024
Mode of Transfer	Salary Batch Payment
Reference Number	PAYRL/2024/0610/0012

List of Beneficiaries

No.	Employee Name	Account Number	Amount (USD)
1	John Smith	000123456789	5,000.00
2	Emily Brown	000987654321	4,800.00
3	Michael Johnson	000555555555	6,700.00

Please note that the processing of payments is subject to clearance timelines as per standard banking procedures. Kindly contact us for any clarification or additional information.

Sincerely,

Jane Doe

Branch Manager
ABC National Bank

Important Notes:

- This document serves as official confirmation of payroll fund transfer by the bank.
- Ensure all beneficiary account details are accurate to avoid delays.
- This advice is valid only for the specified transfer reference and date.
- Contact the bank immediately in case of discrepancies or unauthorized payments.
- Retain this document for audit and compliance purposes.