

# Standard Bank Advice Letter for Salary Payment

Date: \_\_\_\_\_

To,  
The Branch Manager  
\_\_\_\_\_ Bank  
\_\_\_\_\_ Branch

Subject: Advice for Salary Payment through Bank Account

Dear Sir/Madam,

This is to request you to kindly credit the monthly salary amount of the following employee(s) to their respective bank accounts as per the details mentioned below:

**Employee Name** \_\_\_\_\_

**Employee ID** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Salary Amount** \_\_\_\_\_

**Bank Account Number** \_\_\_\_\_

**IFSC Code** \_\_\_\_\_

Kindly process the above salary payment as per the arrangement made with your bank. In case of any queries, please get in touch with our HR Department.

Thank you for your cooperation.

Sincerely,

**Authorised Signatory**

\_\_\_\_\_

Designation

Company Name

Company Address:

\_\_\_\_\_

\_\_\_\_\_

## Important Notes:

- This letter must be signed by an authorised official of the company.
- Ensure all employee and bank details are accurate to avoid transaction errors.
- Attach supporting documents as required by the bank for verification.
- This document serves as an official instruction for the bank to credit salary amounts.

