

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.

