

ABC Solutions Pvt. Ltd.

123 Business Avenue, Cityname, State - 123456
Phone: +91-12345-67890 | Email: hr@abcsolutions.com

Ref: ABC/HRD/2024/056

Date: June 20, 2024

To,
The Branch Manager
XYZ Bank Ltd.
789 Commercial Road,
Cityname, State - 123456

Subject: Advice for Automated Salary Transfer

Dear Sir / Madam,

We request you to kindly process automatic transfer of monthly salaries to the accounts of our staff as per the attached list with effect from June 2024, until further notice. Please debit our current account referenced below and credit the individual employee accounts as per the specified amounts.

Account to be debited: ABC Solutions Pvt. Ltd., A/C No: 1234567890, XYZ Bank Ltd., Cityname Branch.

Please find annexed herewith the details of the employees, their respective account numbers, and net salary for the current month.

Kindly confirm the processing of the above instructions, and contact undersigned for any further clarification.

Sincerely,

Arjun Mehta
Manager – Human Resources
ABC Solutions Pvt. Ltd.

Annexure: Salary Transfer List (Attached Separately)

Important Notes:

- This letter must be signed by an authorized signatory of the organization.
- The employee list must be verified and updated monthly, if applicable.
- The bank account numbers should be checked for accuracy to ensure successful transfer.
- Maintain a copy of this letter and annexure for your company's record.
- Immediate notification is required in case of cancellation or changes to the salary transfer instructions.