

ABC Corporation Ltd.

Date: 2024-06-27
Ref: ABC/HRD/2024/178

The Manager

XYZ Bank, Main Branch

123 Park Avenue

Cityname, State, 123456

BANK ADVICE LETTER FOR ELECTRONIC PAYROLL TRANSFER

Dear Sir/Madam,

We hereby request you to transfer the net salary amounts as listed below to the individual bank accounts of our employees for the month of June 2024 via electronic funds transfer. Please find the details as follows:

Employee Name	Account Number	IFSC Code	Amount (INR)
John Doe	1234567890	XYZB0000123	54,600.00
Jane Smith	2233445566	XYZB0000456	61,400.00
Rahul Verma	9988776655	XYZB0000789	47,300.00

The total amount to be transferred is **INR 163,300.00** (One Lakh Sixty Three Thousand Three Hundred only).

Kindly debit our Account No. **001122334455** towards the aggregate amount and process the salary credits to the employees' respective accounts as detailed above.

Thank you for your prompt assistance.

Sincerely,

(Ms. Priya Choudhary)
HR Manager
ABC Corporation Ltd.
Contact: +91-98XXXXXX12

Important Notes:

- This advice letter serves as an authorization for the bank to process electronic payroll transfers as per

attached details.

- Any discrepancy in account details may result in transaction failure or delay.
- Ensure sufficient balance in the corporate account before initiating batch transfer.
- This document is intended for bank processing and should be kept confidential.
- Contact the HR department immediately in case of any issue or query regarding the payroll transfer.