

Bank Advice Letter for Employee Salary Credit

Date: 20 June 2024

Reference No.: HRD/EMP/2024/154

The Branch Manager

XYZ Bank Ltd.

Main City Branch

[Bank Address]

Subject: Salary Credit Advice for Employees â€” June 2024

Dear Sir/Madam,

We kindly request you to credit the monthly salary for the month of June 2024 to the following employeesâ€™ salary accounts, as per details mentioned below. Attached herewith is the list of employees with their respective account numbers and salary amounts.

Employee Salary Credit Details:

S.No.	Employee Name	Account Number	IFSC Code	Amount (INR)
1	Anil Kumar	12345678901	XYZB0000123	45,000.00
2	Sneha Singh	23456789012	XYZB0000456	52,000.00
3	Rahul Verma	34567890123	XYZB0000789	38,500.00

We request you to kindly process the credit of salary as per the above details and confirm the same.

Thank you for your cooperation.

Sincerely,

Mr. Ritesh Malhotra

HR Manager

ABC Manufacturing Pvt. Ltd.

[Contact Details]

Important Notes

- This document serves as an official request from the employer to the bank for bulk salary credit.
- Accuracy of employee account details is essential to avoid transaction failures.
- Keep a copy of the advice letter and salary statement for record and audit purposes.
- Ensure the letter is properly authorized and signed by the companyâ€™s competent authority.
- The bank may require additional verification as per internal policies.