

Company Name

123 Sample Street
Business City, Country 12345
Tel: (123) 456-7890
Email: hr@company.com

To:

Manager - Payroll Department
XYZ Bank
789 Bank Avenue
Financial District, City

**Bank Advice Letter
Payroll Remittance****Date:**

June 18, 2024

Subject:

Payroll Remittance Instruction for the month of June 2024

Dear Sir/Madam,

We hereby request you to kindly transfer the salary amounts as per the details given below, from our account mentioned herein, to the respective employees' bank accounts on or before the scheduled salary date.

Remitterâ€™s Bank Account Details:

Account Name	Account Number	Bank Name	Branch
ABC Company Ltd.	0011223344	XYZ Bank	Main Branch

Payroll Remittance Details:

S.No.	Employee Name	Account Number	Amount (USD)
1	John Doe	123456789	2,000.00
2	Jane Smith	987654321	2,500.00
3	Alex Lee	456123789	1,800.00
Total			6,300.00

Kindly debit the total amount of **USD 6,300.00** from our company bank account and remit the same to the respective employee accounts mentioned above.

For ABC Company Ltd.

Authorized Signatory
HR Manager

Important Notes:

- This letter must be signed by the authorized signatory of the company.
- Double-check all employee account numbers and remittance amounts before submitting.
- Retain a copy of this advice letter and related communication for audit and record purposes.
- Notify the bank immediately in case of any discrepancies or errors in transfer instruction.

- Typically, this letter is accompanied by a supporting payroll statement if required by the bank.