

Date: 10 June 2024

To:
The Manager,
XYZ Corporation Ltd.
456 Corporate Road,
City, Country.

Advice Letter for Payroll Transfer

Dear Sir / Madam,

We acknowledge receipt of your instructions for processing the monthly payroll transfer for your employees. Please find below the details of the payroll batch as processed on your behalf:

Payroll Transfer Details

Payroll Reference	PR-2024-06-XYZ
Date of Transfer	10 June 2024
Number of Employees	50
Total Amount	\$45,500.00
Debiting Account	123456789 (XYZ Corporation Ltd.)
Status	Processed Successfully

Employee Payroll Summary

Employee Name	Account Number	Amount (\$)
John Doe	654321234	1,000.00
Jane Smith	654321235	950.00
Michael Lee	654321236	1,100.00
...	...	
Total		45,500.00

Kindly review and confirm receipt of this advice letter. Should you require further assistance or clarification, please contact your Relationship Manager.

Authorized Signatory

Standard Bank Ltd.

Date: 10 June 2024

Important Notes:

- This letter serves as official advice of salary transfers processed by the bank on behalf of your organization.
- Please ensure all employee details are accurate to avoid delays or transaction failures.
- Discrepancies must be reported to the bank within five (5) working days.
- This document should be kept securely for your records and payroll audit purposes.
- Original signatures and/or secure electronic approval may be required for authenticity verification.