

Standard Payroll Deduction Authorization Letter

Date:

To:

The Payroll Department
[Company Name]
[Company Address]

From:

Employee Name : _____

Employee ID / Number : _____

Department : _____

I hereby authorize **[Company Name]** to deduct from my salary the following amount(s) as specified below:

Type of Deduction: _____

Amount or Percentage: _____

Deduction Start Date: _____

Deduction End Date (if applicable): _____

These deductions are to be made from each payroll period as stipulated above, until the specified end date or until written revocation is submitted.

I understand that this authorization will remain in effect until I notify the Payroll Department in writing of any changes or revocation. I also certify that the information provided is true and correct to the best of my knowledge.

Signature of Employee

Date: _____

Important Notes:

- Ensure all details are accurate before submitting this letter to payroll.
- This authorization can generally be revoked at any time in writing.
- Keep a copy of the signed document for your personal records.
- Specify clear start and end dates to avoid unauthorized deductions.
- Consult your HR or Payroll officer for any questions regarding deductions.