

Date: \_\_\_\_\_

To,  
The Branch Manager  
[Bank Name]  
[Branch Address]

## **Subject: Payroll Authorization Letter for Salary Account**

Dear Sir/Madam,

This is to certify that Mr./Ms. **[Employee Name]** (Employee ID: **[Employee ID]**) is employed with us as **[Designation]** in our organization **[Company Name]** located at **[Registered Address]**.

We request you to kindly open a salary account in the name of the above-mentioned employee and link the same for monthly salary credit. We further authorize you to debit all applicable charges pertaining to salary account maintenance as per your norms.

Employee Details:

Name: **[Employee Name]**

Address: **[Employee Address]**

Date of Joining: **[Date]**

Contact No.: **[Contact Number]**

Kindly process the salary account opening formalities at your earliest convenience.

Thank you.

Yours faithfully,

For **[Company Name]**

### **Authorized Signatory**

[Name]

[Designation]

[Contact Number]

[Seal of the Company]

### **Important Notes:**

- Ensure the letter is printed on the official letterhead of the organization.
- All placeholders [in brackets] should be replaced with the appropriate details.
- The letter should be duly signed and stamped by an authorized company representative.
- Attach supporting documents like employee ID proof or appointment letter if required by the bank.
- Check with the respective bank for specific format or additional requirements.