

ABC Corporation Ltd.
123 Corporate Avenue
Main City, Country 12345
Tel: +123 456 7890

Date: 12 June 2024

To,
The Branch Manager
XYZ Bank
Central Branch
Main City, Country 12345

SUBJECT: PAYROLL AUTHORIZATION LETTER TO BANK

Dear Sir/Madam,

We, ABC Corporation Ltd., hereby authorize XYZ Bank, Central Branch, to disburse monthly salary payments to our employees as per the provided payroll details. The salary amount will be credited to the respective employees' bank accounts maintained with your branch or other branches.

Please consider this as our formal instruction to proceed with the payroll processing for the employees whose details will be provided in the enclosed/attached payroll list. The necessary funds will be transferred to our account maintained with your bank before every payroll cycle.

Kindly ensure the confidentiality and timely processing of the salary disbursement as per the payroll schedule.

In case of any clarification or queries, you may contact our HR/Payroll Department at [hr@abccorp.com] or call us at the number listed above.

Thank you for your cooperation.

Yours faithfully,

Authorized Signatory

ABC Corporation Ltd.

Employee ID/Designation: _____

Contact Number: _____

(Company Seal & Signature)

Important Notes:

- The letter must be printed on official company letterhead with company seal.
- Ensure the authorized signatory is registered with the bank for such correspondence.
- Attach or enclose the detailed employee payroll list with account details.
- Always keep a signed copy on record for reference and compliance.
- Confidentiality of employee payroll and account information must be maintained.

