

Payroll Authorization Letter for Bank

Employee Request Format

Date: _____

To: The Manager,

Bank

Branch

Subject: Authorization to Credit Salary to My Bank Account

Dear Sir/Madam,

I, **[Employee Name]**, bearing Employee ID **[Employee ID]**, working as **[Designation]** at **[Company Name]**, hereby request and authorize you to credit my monthly salary and other relevant payments into my bank account as mentioned below:

Account Holder Name: _____

Account Number: _____

Bank Name: _____

Branch: _____

IFSC Code: _____

Please consider this as my formal authorization. In case of any changes, I will inform you in writing.

Thank you for your assistance.

Sincerely,

[Employee Signature]

[Employee Name]

Important Notes:

- This letter must be signed by the employee whose salary is to be credited.
- Always double-check all bank account information for accuracy before submission.
- Attach a cancelled cheque or passbook copy for account verification, if required by your employer or the bank.
- Retain a copy of this letter for your personal record.
- The employer may have an internal format; always check with HR.