

**[Company Letterhead]**

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

Date: [DD/MM/YYYY]

To,

The Branch Manager

[Bank Name]

[Branch Address]

[City, State, ZIP Code]

**Subject:** Payroll Authorization Letter for Salary Credit

Dear Sir/Madam,

This is to authorize your bank to credit the monthly salary of our employee as per the following details:

Employee Name	: [Employee Full Name]
Employee ID	: [Employee ID]
Account Number	: [Bank Account Number]
IFSC Code	: [Bank IFSC Code]
Branch Name	: [Bank Branch Name]

We request you to kindly process the salary credits to the above-mentioned account each month until further written notice from our end.

Thank you for your cooperation.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

**Important Notes:**

- The letter must be printed on the official company letterhead and signed by authorized personnel.
- Ensure all employee and bank details are accurate and up to date.
- This document serves as authorization for salary credit and may require bank verification.
- Any changes or cancellation must be communicated to the bank in writing.