

# Payroll Authorization Letter for Bank

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

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

Subject: Payroll Transfer Authorization for Employee

Dear Sir/Madam,

This is to certify that the following individual is employed with us and we authorize payroll transfers to the below mentioned bank account as per their consent:

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank IFSC Code: \_\_\_\_\_

Salary Amount (per month): \_\_\_\_\_

Kindly process and credit the employee's salary to the aforementioned account from the upcoming payroll cycle until further instruction from the undersigned.

Thank you for your cooperation.

## For [Company Name]

Authorized Signatory:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Company Seal/Stamp

## Employee Consent

I, \_\_\_\_\_, Employee ID \_\_\_\_\_, hereby consent to have my salary credited to the bank account details provided above and authorize the company to process payroll accordingly.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Important Notes:

- This letter should be printed on the company's official letterhead.
- Ensure all employee and bank account details are accurate before submission.
- Both authorized company representative and employee must sign the document.
- Attach supporting documents such as a bank passbook copy for verification, if required.
- This document is valid until revoked or updated by the company or employee.