

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.