

Company Name: **ABC Pvt. Ltd.**

Registered Address: 123 Business Avenue, City, Country

Phone: +1 234 567 8901

Date: **06 June 2024**

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

Subject: Payroll Authorization Letter

Dear Sir/Madam,

We, **ABC Pvt. Ltd.**, hereby authorize your bank to process and credit the monthly salary of our employees to their respective bank accounts with your branch, as per the details shared in the enclosed salary disbursement list.

Please consider this letter as the official authorization from our Human Resources Department, and assist us in facilitating timely payroll transactions on or before the scheduled salary date of every month.

All disbursement instructions shall be signed or verified by the undersigned authorized signatories of our company. We request you to make necessary arrangements for payroll processing and to resolve any queries or discrepancies promptly in coordination with our HR Department.

Kindly acknowledge receipt and acceptance of this payroll authorization.

Thank you for your cooperation.

Sincerely,

[Authorized Signatory Name]

Human Resources Manager

ABC Pvt. Ltd.

Email: hr@abc.com

Contact: +1 234 567 8902

Enclosure: Employee Salary Disbursement List (with account numbers)

Important Notes:

- This letter must be issued on official company letterhead.
- Authorized signatory details and specimen signatures should be provided to the bank in advance.
- Employee bank account details must be accurate to avoid transaction failures.
- The company is responsible for informing the bank in writing of any change or revocation of this authorization.
- Maintain confidentiality of employee and payroll data shared with the bank.