

Date: 14 June, 2024

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

Subject: Payroll Authorization Letter for New Employees

Dear Sir/Madam,

We hereby request you to kindly open salary accounts for our new employees as per the details provided below. Please find the list of employees for whom the payroll account needs to be facilitated:

Name of Employee: [Employee Full Name]

Designation: [Designation]

Department: [Department Name]

Date of Joining: [DD/MM/YYYY]

Employee ID: [Employee ID]

Kindly link the above-mentioned account(s) to our organization's payroll for the purpose of monthly salary disbursements and related credits.

All necessary documents and identification proof are attached herewith, as per the bank's requirements.

We would highly appreciate your prompt action in processing this request.

Thank you.

Sincerely,

[Authorized Signatory Name]
[Designation]
[Company/Organization Name]
[Contact Details]
[Company Seal, if applicable]

Important Notes:

- This letter should be typed on the company's official letterhead.
- Ensure that all employee details and supporting documents are accurate and up to date.
- The document must be signed by an authorized representative of the company.
- Retain a copy of the letter and acknowledgement from the bank for future reference.
- Bank-specific format or additional requirements may apply; confirm with the concerned branch if needed.