

Bank Name:

Bank Account:

Swift Code:

Currency : KES

Period: 3-2016

SALARY TRANSFER LETTER

Please arrange to transfer funds to the below listed employees` respective bank accounts

#	Payroll Number	Employee Name	ID Number	Bank	Bank Branch	Bank Account	Swift Code	Amount
1	LT001	Doe John	23283928			010200200200202	STB19928	10,000.00
2	LTL.002	Wango Kennedy	27781190					15,000.00
Total Remittances:								25,000.00

Please debit our account with your bank charges and confirm once the above transfer has been made.

Authorized Signatory

Name

Signature

Authorized Signatory

Name

Signature