



Salary Transfer letter

(All fields mentioned below are mandatory)

Date: _____

To

The Manager

Branch _____

Sub: Salary Transfer / _____ for the month of _____ 20____

Dear Sir,

Kindly debit our account no _____ with your _____
branch for the total amount of _____ (in figures)
_____ (in words) & arrange to
credit our staff accounts as per the list attached.

We request you to process the payments through (Tick ✓ any one option)

☐ Wage Protection System (WPS)

☐ Other modes (CBUAE FTS, SWIFT/Telex)

Please contact us at (e-mail address) _____ for all
related communications and/or clarifications.

Yours sincerely,

Signature(s) of the Authorised Signatory

Name(s) & Designation of the Signatory

Encl: 1) Non re-writable CD containing the soft copy salary list as per:

☐ WPS format

☐ Bank's format (for transfers through other modes)

2) Hard copy salary list authorised by the Signatory(ies)

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