DATE:

The Manager

Address:

**Subject: Transfer of Salary to**

Dear Sir:

We confirm that Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has been an

employee of this company since \_\_\_\_\_\_\_\_\_\_\_. He/ She is presently working in the

capacity of a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with a total remuneration of $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month, including fixed allowances only. Moreover, he/she has completed the probation period successfully.

We confirm that we will transfer directly his/her net salary each month into his/her a/c #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with you. We will not transfer his/her salary to any other **bank or**

**account unless we get a clearance certificate from you.**

Should the employment cease, the company will notify you accordingly.

This letter is issued upon the employee’s request and it does not constitute a financial guarantee on our part.

Yours Truly,

For

**Manager’s Name & Designation**

**(Authorized Signatory)**

**Company Stamp.**

The Branch Manager,

Address:

Dear Sir/Madam,

Ref: A/c No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject: Disbursement of Salary for the month of \_\_\_\_\_\_\_\_\_\_\_, 2020**

Enclosed please find herewith salary data of our employees for $…………………………….. (………………………………………… only). Kindly disburse the salary for the month of November, 2019 by debiting our A/c No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ maintained with you.

Please send us the confirmation of disbursement of salary to the individual account of the employees.

Thanking You,

Yours faithfully,

Company name

To,  
The Bank Manager,  
Address:

**Sub: Opening of salary account for our employee – (Name of the employee)**

Dear Sir,

We are maintaining salary accounts for all our employees with your branch office of…….Bank. We would now like to open a salary account for another employee, whose details are given below.

Name of Employee….

Designation…..

Department Name…..

Date of joining…..

Salary p.m …...

Present address…..

Please help him in opening a saving account with your bank at the earliest.

This letter is being issued at the employee’s request and the company takes no responsibility of his any kind of liabilities with the bank. But we do expect then bank to provide him with benefits as per our contract.

Best Regards,

Name

Sr. Manager Human Resource