

TO BE TYPED ON COMPANY LETTERHEAD

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 Rs. _____ 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.**

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The Branch Manager,

Address:

Dear Sir/Madam,

Ref: A/c No. _____

Subject: Disbursement of Salary for the month of _____, 202_

Enclosed please find herewith salary data of our employees for Rs.....
(..... only). Kindly disburse the salary for the month of
November, 20 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

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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,

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Name

Sr. Manager Human Resource